PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/7/20.	Prepared by:	SOWMYA
PO/WO no.	68781.	PO / WO Date.	11/7/20
Supplier Name	Ssllp.	PO/WO amount	1,523.80
Firm/Company	Serene constructions llp	Project	Serene farms.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12288	15/7/20.	1,523.80
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,523.80

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10321	15/7/20	81165.	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,524
Amount E – PO / WO value:	1,524
Amount F – Difference (A – E):	

Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.______/- ☐ No
Payment – due date	**18.7.2020**

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya		APPROVED 22 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Serene Constructions LLP	Invoice No.	12288
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict	Invoice Date.	15-07-2020
	PO No.	68781
	PO Date.	11-07-2020
	Req ID	58327
GSTIN : 36ACVFS7909P1ZV	Req Date	07-07-2020
	Loc Req No	150290

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos		10	37.00	370.00	12	44.40
2	7508 - Stationery - other - Box file - small - nos		10	33.00	330.00	18	59.40
3	4003 - Consumables - Bombay Broom - Big - nos	9603	10	56.00	560.00	0	0.00
4	4009 - Consumables - Coconut Broom - other - nos	9603	10	16.00	160.00	0	0.00
5							
6							
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13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,420.00		103.80
	51.90	51.90	Total Invoice Amount	1,523.80		

Rupees : One Thousand Five Hundred Twenty Three and Paise Eighty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 67565 Date. 17/7 Sign.

Authorised signatory

Purchase Order

 11-07-2020 14:29:39

Orig 68781 08.07.20 3:08:59

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	68781	150290
	Doc Date	11-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-07-2020	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos	10.00	37.00	0.00	12.00	414.40
2	7508 - Stationery - other - Box file - small - nos	10.00	33.00	0.00	18.00	389.40
3	4003 - Consumables - Bombay Broom - Big - nos	10.00	56.00	0.00	0.00	560.00
4	4009 - Consumables - Coconut Broom - other - nos	10.00	16.00	0.00	0.00	160.00
			Total Order Value . . .			**1,523.80**

Rupees : One Thousand Five Hundred Twenty Three and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Serene Constructions LLP*
Authorised Signatory

Name : 13/07/2020

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Serene Constructions LLp	Date:	07-07-2020
Site & Phase :	SERENE FARMS	Time:	14.10
Supplier		Req. No.	150290
Material required before date:	urgent	ID No.	58327

No	Description	Size	Quantity	Units	Inward No	Date
1	**Box Files (Big)**	Std	10	Nos		
2	Box files (small)	Std	10	Nos		
3	Fancy Brooms (long handle -office use)	Std	10	Nos		
4	Coconut Brooms	Std	10	Nos		
5	PO					
6						
7	68781					
8						
9						
10						

Remarks:The Above Material is required for office maintenance purpose.

APPROVED
13 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	M Mahesh	Approved by	
Sign.& Date	07-07-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	10321
Serene Constructions LLP	DC Date.	15-07-2020
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict	PO No.	68781
	PO Date.	11-07-2020
	Req ID	58327
	Req Date	07-07-2020
GSTIN : 36ACVFS7909P1ZV	Loc Req No	150290

	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		10
2	7508 - Stationery - other - Box file - small - nos		10
3	4003 - Consumables - Bombay Broom - Big - nos	9603	10
4	4009 - Consumables - Coconut Broom - other - nos	9603	10
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MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 39980
Date 20/7
Sign.

INWARD
Inward No: 5162 Dt: 15/07/20
MRN No: 81165 Dt: 15/07/20
Received By: Sign:
Serene Construction (Hyd) LLP

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

TAX INVOICE

TRANSIT COPY

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Serene Constructions LLP	Invoice No.	12288
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict	Invoice Date.	15-07-2020
	PO No.	68781
	PO Date.	11-07-2020
	Req ID	58327
	Req Date	07-07-2020
GSTIN : 36ACVFS7909P1ZV	Loc Req No	150290

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4	4009 - Consumables - Coconut Broom - other - nos	9603	10	16.00	160.00	0	0.00
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15							

INWARD
Inward No: 5162 Dt: 15/07/20
MRN No: 81165 Dt: 15/07/20
Received By: Sign:
Serene Construction (Hyd) LLP

IGST	CGST	SGST	Total Taxable Amount	1,420.00		103.80
	51.90	51.90	Total Invoice Amount	1,523.80		

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for Summit Sales LLP

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