PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/7/20.	Prepared by:	SOWMYA
PO/WO no.	68731	PO / WO Date.	9/7/20
Supplier Name	Ssllp.	PO/WO amount	704
Firm/Company	Modi properties pvt ltd.	Project	Green towers.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12360.	18/7/20.	704
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			704

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	Sov 3117	16/7/20		☑ 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:	704
Amount E – PO / WO value:	704.
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	25.7.2020 31/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	29/7/- 20/7/20.						

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/-

Recd 17/7/20

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Mati Perspective (P) Ltd.	DC No. : 3117
	Date : 16/7/20
Site:	Vehicle No. : TS10UA0143
	P.O. / W.O. No. : 68731
	P.O. / W.O. Date : 9/7/20

Sl. No.	PARTICULARS	Quantity
1	Tan brown patti (beading) 5'0 x 0.4' = 02 (Nos)	10.00 sft
2	black " (") 6'9' x 0.4' - 01 (")	06.75 '
3	— do — " 8'6" x 0.4" = 01 (")	08.50 '
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GSTIN :

Received the above materials in good condition.

Received by : Srinivas

Stamp: V. Srinivas

Date : 16/7/20

For SUMMIT SALES LLP

B. Munaiah

Authorised Signatory

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	Invoice No.	12360
Modi Properties Pvt.Ltd.	Invoice Date.	18-07-2020
Green Towers, Begumpet Main Road, Hyderabad	PO No.	68731
	PO Date.	09-07-2020
	Req ID	58258
	Req Date	04-07-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16322

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8500 - Stone - granite - Beading - NA - rft		10	19.60	196.00	18	35.28
	5'0 x 0.4" - Tanbrown patti - 02 nos						
2	8500 - Stone - granite - Beading - NA - rft		6.75	26.25	177.19	18	31.88
	6'9" x 0.4" - Black patti - 01 no						
3	8500 - Stone - granite - Beading - NA - rft		8.5	26.25	223.12	18	40.16
	8'6" x 0.4" - Black patti - 01 no						
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IGST	CGST	SGST	Total Taxable Amount	596.31		107.32
	53.66	53.66	Total Invoice Amount	703.64		

Rupees : Seven Hundred Three and Paise Sixty Four Only.

for Summit Sales LLP

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 67656 Date 21/7 Sign.

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 09-07-2020 12:08:55

68731
08.07.20 3:08:59

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	68731	16322
	Doc Date	09-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	09-07-2020	
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	8500 - Stone - granite - Beading - NA - rft *5'0 x 0.4" - Tanbrown patti - 02 nos*	10.00	19.60	0.00	18.00	231.28
2	8500 - Stone - granite - Beading - NA - rft *6'9" x 0.4" - Black patti - 01 no*	6.75	26.25	0.00	18.00	209.08
3	8500 - Stone - granite - Beading - NA - rft *8'6" x 0.4" - Black patti - 01 no*	8.50	26.25	0.00	18.00	263.29
					Total Order Value . . .	**703.65**

Rupees : Seven Hundred Three and Paise Sixty Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order Green Towers at 3rd floot west wing pantry room purpose. Cutting charges included in above rates.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Skirting Rs. 12/- per rft for labour only.

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

09/08/2020

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	01.07.2020
Site & Phase :	GREEN TOWERS	Time:	12:50 PM
Supplier		Req. No.	~~16297~~ 16322
Material required before date:	Urgent	ID No.	58258.

No	Description	Size	Quantity	Units	Inward No	Date
1	GRANITE (CHOCOLATE BROWN) Tan Brown	60" X 4"	02	NOS		
2	GRANITE ('Z' BLACK COLOUR) Black	81"X 4'&	01	NO		
3	GRANITE ('Z' BLACK COLOUR) 4	102"X4"	01	NO		
4						
5						
6	68731					
7						
8						
9						
10						

Remarks : FOR GREEN TOWERS AT 3RD FLOOR WEST WING GENTS PANTRY ROOM

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	01-07-2020	Sign. & Date	

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

APPROVED BY
06 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

Sample!

Cont!

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Properties (P) Ltd.	DC No. : 3117
	Date : 16/7/20
Site: Green Tower's	Vehicle No. : TS10UA0143
	P.O. / W.O. No. : 68731
	P.O. / W.O. Date : 9/7/20

Sl. No.	PARTICULARS	Quantity
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Green Tower's
Inward Number
Dt. 16/7/20 Number 06

MODI PROPERTIES PVT LTD
INWARD
No. 39876
Date 20/7

GSTIN :

Received the above materials in good condition.

Received by: Srinivas

Stamp: V. Srinivas

Date : 16/7/20

For **SUMMIT SALES LLP**

B. Munakrh

Authorised Signatory