PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 8/8/20. | Prepared by: | SOWMYA |
| PO/WO no. | 68980. | PO / WO Date. | 21/7/20 |
| Supplier Name | SS llp. | PO/WO amount | 885 |
| Firm/Company | Serene Constructions llp | Project | Serene farms. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 12642 | 7/8/20. | 885 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 885 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 10656 | 7/8/20 | 81895 | ☑ 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: | | | | 885 |
| Amount E – PO / WO value: | | | | 885 |
| 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 | **14.8.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | | | | | | |
| Date | 8/8/20 | | | | | | |

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

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | Invoice No. | 12642 |
|---|---|---|
| Serene Constructions LLP | Invoice Date. | 07-08-2020 |
| Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203 | PO No. | 68980 |
| | PO Date. | 21-07-2020 |
| | Req ID | 58605 |
| | Req Date | 21-07-2020 |
| GSTIN : 36ACVFS7909P1ZV | Loc Req No | 150308 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3511 - Computers and Peripherals - Key board - NA - | 84716040 | 1 | 450.00 | 450.00 | 18 | 81.00 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 1 | 300.00 | 300.00 | 18 | 54.00 |
| 3 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 750.00 | | 135.00 |
|---|---|---|---|---|---|---|
| | 67.50 | 67.50 | Total Invoice Amount | 885.00 | | |

Rupees : Eight Hundred Eighty Five Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 68191 Date 12/8 Sign.

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 21-07-2020 15:46:51

68980
21.07 20 2:16:56

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 68980 | 150308 |
| | **Doc Date** | 21-07-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 21-07-2020 | |
| 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 | 3511 - Computers and Peripherals - Key board - NA - nos | 1.00 | 450.00 | 0.00 | 18.00 | 531.00 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 1.00 | 300.00 | 0.00 | 18.00 | 354.00 |
| | | | | **Total Order Value . . .** | | **885.00** |

Rupees : Eight Hundred Eighty Five Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery of material and production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Serene Farms<br>Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503<br>Phone. .. |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | 1yr. |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for site office desktop purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Serene Constructions LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

## Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Serene constructions llp | Date: | 21-07-2020 |
| Site & Phase : | SERENE FARMS | Time: | 10.15 |
| Supplier | | Req. No. | 150308 |
| Material required before date: | asap | ID No. | 58605 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **Computer Key Board** | Std | 01 | Nos | | |
| 2 | Computer Mouse 68980 | Std | 01 | Nos | | |
| 3 | | | | | | |
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Remarks:The Above Material is required for desk top computer at office .

| | | | |
|---|---|---|---|
| Prepared By | M Mahesh | Approved by | |
| Sign.& Date | 21-07-2020 | 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 |
|---|---|---|---|---|---|---|
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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. | 10656 |
|---|---|---|
| Serene Constructions LLP | DC Date. | 07-08-2020 |
| Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203 | PO No. | 68980 |
| | PO Date. | 21-07-2020 |
| | Req ID | 58605 |
| GSTIN : 36ACVFS7909P1ZV | Req Date | 21-07-2020 |
| | Loc Req No | 150308 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 3511 - Computers and Peripherals - Key board - NA - nos | 84716040 | 1 |
| 2 | 3516 - Computers and Peripherals - Mouse - NA - nos | 84716060 | 1 |
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INWARD
Inward No: 5217 Dt: 07-08-20
MRN No: 81895 Dt: 08/08/2020
Received By: Sign:
Serene Construction (Hyd) LLP

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 40472
Date 15/8
Sign

TAX INVOICE

# Summit Sales LLP

TRANSIT COPY

#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. | 12642 |
|---|---|---|
| Serene Constructions LLP | Invoice Date. | 07-08-2020 |
| Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203 | PO No. | 68980 |
| | PO Date. | 21-07-2020 |
| | Req ID | 58605 |
| | Req Date | 21-07-2020 |
| GSTIN : 36ACVFS7909P1ZV | Loc Req No | 150308 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
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| **INWARD** | |
|---|---|
| Inward No: 5217 | Dt: 07-08-20 |
| MRN No: | Dt: |
| Received By: Sandeep | Sign: |
| Serene Construction (Hyd) LLP | |

| IGST | CGST | SGST | Total Taxable Amount | 750.00 | | 135.00 |
|---|---|---|---|---|---|---|
| | 67.50 | 67.50 | Total Invoice Amount | | 885.00 | |

Rupees : Eight Hundred Eighty Five Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction