

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
|---------------------------------------------------------------|--------------------|--------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         |                    | 21/8/20.                 |                     | Prepared by:                                                                                                                                                              |                             | SOWMYA     |                  |
| PO/WO no.                                                     |                    | 69610                    |                     | PO / WO Date.                                                                                                                                                             |                             | 14/8/20.   |                  |
| Supplier Name                                                 |                    | sslp.                    |                     | PO/WO amount                                                                                                                                                              |                             | 4,720      |                  |
| Firm/Company                                                  |                    | Modi properties pvt ltd. |                     | Project                                                                                                                                                                   |                             | H. O       |                  |
| Sl. No.                                                       | Bill No.           | 12798                    |                     | Bill Date                                                                                                                                                                 | 20/8/20                     |            | Bill amount      |
| 1.                                                            |                    |                          |                     |                                                                                                                                                                           |                             |            | 4,720 ✓          |
| 2.                                                            |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| 3.                                                            |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| 4.                                                            |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                    |                          |                     |                                                                                                                                                                           |                             | 4,720      |                  |
| Sl. No.                                                       | DC No              | DC. Date                 | MRN No.             | DC matches MRN ✓                                                                                                                                                          |                             |            |                  |
| 1.                                                            | 10800              | 20/8/20                  | ✓                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                       |                             |            |                  |
| 2.                                                            |                    |                          |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |            |                  |
| 3.                                                            |                    |                          |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |            |                  |
| 4.                                                            |                    |                          |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                  |                             |            |                  |
| Amount B –Other Credits :                                     |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Amount C –Other Debits :                                      |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                    |                          |                     |                                                                                                                                                                           |                             | 4,720 ✓    |                  |
| Amount E – PO / WO value:                                     |                    |                          |                     |                                                                                                                                                                           |                             | 4,720 ✓    |                  |
| Amount F – Difference (A – E):                                |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Quantity received as per PO /WO                               |                    |                          |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                             |            |                  |
| Is difference between PO / Bill acceptable?                   |                    |                          |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |                             |            |                  |
| Excess / short material received                              |                    |                          |                     | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |                             |            |                  |
| Close PO / W?O                                                |                    |                          |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                             |            |                  |
| Advance paid / PDC given (deduct when paying)                 |                    |                          |                     | <input type="checkbox"/> Yes – Rs. _____/- <input checked="" type="checkbox"/> No                                                                                         |                             |            |                  |
| Payment – due date                                            |                    |                          |                     | 29.8.2020                                                                                                                                                                 |                             |            |                  |
| Remarks:                                                      |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
|                                                               |                    |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Approved by                                                   | Purchase Officer   | Purchase Manager         | Procurement Manager | MD                                                                                                                                                                        | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         | <i>[Signature]</i> |                          |                     |                                                                                                                                                                           |                             |            |                  |
| Date                                                          | 21/8/20            |                          |                     |                                                                                                                                                                           |                             |            |                  |

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 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 20-08-2020

| Customer Details                                                                                     |                                                                                               |        |  | Invoice No.   |     | 12798                |          |          |         |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------|--|---------------|-----|----------------------|----------|----------|---------|
| Modi Properties Pvt. Ltd.<br>HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD<br><br>GSTIN : 36AABCM4761E1ZM |                                                                                               |        |  | Invoice Date. |     | 20-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | PO No.        |     | 69610                |          |          |         |
|                                                                                                      |                                                                                               |        |  | PO Date.      |     | 14-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | Req ID        |     | 59126                |          |          |         |
|                                                                                                      |                                                                                               |        |  | Req Date      |     | 13-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | Loc Req No    |     | 16400                |          |          |         |
|                                                                                                      | Description of Goods                                                                          |        |  | HSN/SAC       | Qty | Rate                 | Gross    | Tax%     | Tax Amt |
| 1                                                                                                    | 6002 - Miscellaneous - Acrylic Sheet - other - sft<br>2' x 4' - 6mm thick with frame - in nos |        |  |               | 4   | 1000.00              | 4,000.00 | 18       | 720.00  |
| 2                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 3                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 4                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 5                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 6                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 7                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 8                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 9                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 10                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 11                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 12                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 13                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 14                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 15                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| IGST                                                                                                 |                                                                                               | CGST   |  | SGST          |     | Total Taxable Amount |          | 4,000.00 | 720.00  |
|                                                                                                      |                                                                                               | 360.00 |  | 360.00        |     | Total Invoice Amount |          | 4,720.00 |         |
| Rupees : Four Thousand Seven Hundred Twenty Only.                                                    |                                                                                               |        |  |               |     |                      |          |          |         |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



## Purchase Order

Page(s) 1 Of 1

14-08-2020 11:59:04

Orig



69610

14.08.20 11:47:15

From Company : **Modi Properties Pvt.Ltd.**  
5-4-187/3 & 4, II nd 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

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

|                   |            |       |
|-------------------|------------|-------|
| <b>Doc No</b>     | 69610      | 16400 |
| <b>Doc Date</b>   | 14-08-2020 |       |
| <b>Quote No</b>   | Nil        |       |
| <b>Quote Date</b> | 27-05-2020 |       |
| <b>SupplyType</b> | Supply     |       |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                                                                       | Qty  | Rate     | Dis% | GST   | Amount          |
|-------------------------------------------------------------------------------------------------|------|----------|------|-------|-----------------|
| 1 6002 - Miscellaneous - Acrylic Sheet - other - sft<br>2' x 4' - 6mm thick with frame - in nos | 4.00 | 1,000.00 | 0.00 | 18.00 | 4,720.00        |
| <b>Total Order Value . . .</b>                                                                  |      |          |      |       | <b>4,720.00</b> |

Rupees : Four Thousand Seven Hundred Twenty Only.

**Terms and Conditions :-****Specification / Brand** All items shall be of 1st qty. Transparent.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next day.

**Delivery Location** Head Office  
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003  
Phone. 040-66335551

**Penalty 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. Pymt as per actual receipt of material. Above order for HO 3rd floor purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**Name : 

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

## Requisition Form

|                                |  |             |        |          |        |            |       |
|--------------------------------|--|-------------|--------|----------|--------|------------|-------|
| Company Name:                  |  | MPPL        |        | Date:    |        | 12.08.2020 |       |
| Site & Phase :                 |  | Head Office |        | Time:    |        | 16.35 PM   |       |
| Supplier                       |  |             |        | Req. No. |        | 16400      |       |
| Material required before date: |  |             | Urgent |          | ID No. |            | 59126 |

  

| No | Description                   | Size          | Quantity | Units | Inward No | Date |
|----|-------------------------------|---------------|----------|-------|-----------|------|
| 1  | ACLRIC CUT SHEETS PLAIN 4'x2' | 3' 0" X 2' 0" | 04       | NOS   |           |      |
| 2  | ACLRIC CUT SHEET PLAIN        | 17.5" X 17.5" |          |       |           |      |
| 3  |                               |               |          |       |           |      |
| 4  |                               |               |          |       |           |      |
| 5  |                               |               |          |       |           |      |
| 6  |                               |               |          |       |           |      |
| 7  |                               |               |          |       |           |      |
| 8  |                               |               |          |       |           |      |
| 9  |                               |               |          |       |           |      |
| 10 |                               |               |          |       |           |      |

  

|                                     |                 |              |  |
|-------------------------------------|-----------------|--------------|--|
| Remarks : FOR HO III FLOOR PURPOSE. |                 |              |  |
| Prepared By                         | T.SURYANARAYANA | Approved by  |  |
| Sign. & Date                        | 12-08-2020      | Sign. & Date |  |

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

**Summit Sales LLP**

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 20-08-2020

| Customer Details                         |  | DC No.     | 10800      |
|------------------------------------------|--|------------|------------|
| Modi Properties Pvt. Ltd.                |  | DC Date.   | 20-08-2020 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD |  | PO No.     | 69610      |
|                                          |  | PO Date.   | 14-08-2020 |
|                                          |  | Req ID     | 59126      |
|                                          |  | Req Date   | 13-08-2020 |
| GSTIN : 36AABCM4761E1ZM                  |  | Loc Req No | 16400      |

  

|    | Description of Goods                               | HSN/SAC | Qty |
|----|----------------------------------------------------|---------|-----|
| 1  | 6002 - Miscellaneous - Acrylic Sheet - other - sft |         | 4   |
| 2  |                                                    |         |     |
| 3  |                                                    |         |     |
| 4  |                                                    |         |     |
| 5  |                                                    |         |     |
| 6  |                                                    |         |     |
| 7  |                                                    |         |     |
| 8  |                                                    |         |     |
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| 10 |                                                    |         |     |
| 11 |                                                    |         |     |
| 12 |                                                    |         |     |
| 13 |                                                    |         |     |
| 14 |                                                    |         |     |
| 15 |                                                    |         |     |
| 16 |                                                    |         |     |
| 17 |                                                    |         |     |
| 18 |                                                    |         |     |
| 19 |                                                    |         |     |
| 20 |                                                    |         |     |
| 21 |                                                    |         |     |
| 22 |                                                    |         |     |
| 23 |                                                    |         |     |
| 24 |                                                    |         |     |
| 25 |                                                    |         |     |
| 26 |                                                    |         |     |
| 27 |                                                    |         |     |
| 28 |                                                    |         |     |
| 29 |                                                    |         |     |
| 30 |                                                    |         |     |

| INWARD                      |                          |
|-----------------------------|--------------------------|
| Inward No: 394              | Dt: 20/08/20             |
| MRN No:                     | Dt:                      |
| Received By: <i>Samadit</i> | Sign: <i>[Signature]</i> |
| MODI PROPERTIES             |                          |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



## TAX INVOICE

**Summit Sales LLP**

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 20-08-2020

|                                                                                                      |                                                                                               |        |  |               |     |                      |          |          |         |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------|--|---------------|-----|----------------------|----------|----------|---------|
| Customer Details                                                                                     |                                                                                               |        |  | Invoice No.   |     | 12798                |          |          |         |
| Modi Properties Pvt. Ltd.<br>HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD<br><br>GSTIN : 36AABCM4761E1ZM |                                                                                               |        |  | Invoice Date. |     | 20-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | PO No.        |     | 69610                |          |          |         |
|                                                                                                      |                                                                                               |        |  | PO Date.      |     | 14-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | Req ID        |     | 59126                |          |          |         |
|                                                                                                      |                                                                                               |        |  | Req Date      |     | 13-08-2020           |          |          |         |
|                                                                                                      |                                                                                               |        |  | Loc Req No    |     | 16400                |          |          |         |
|                                                                                                      | Description of Goods                                                                          |        |  | HSN/SAC       | Qty | Rate                 | Gross    | Tax%     | Tax Amt |
| 1                                                                                                    | 6002 - Miscellaneous - Acrylic Sheet - other - sft<br>2' x 4' - 6mm thick with frame - in nos |        |  |               | 4   | 1000.00              | 4,000.00 | 18       | 720.00  |
| 2                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 3                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 4                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 5                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 6                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 7                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 8                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 9                                                                                                    |                                                                                               |        |  |               |     |                      |          |          |         |
| 10                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 11                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 12                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 13                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 14                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| 15                                                                                                   |                                                                                               |        |  |               |     |                      |          |          |         |
| IGST                                                                                                 |                                                                                               | CGST   |  | SGST          |     | Total Taxable Amount |          | 4,000.00 | 720.00  |
|                                                                                                      |                                                                                               | 360.00 |  | 360.00        |     | Total Invoice Amount |          | 4,720.00 |         |
| Rupees : Four Thousand Seven Hundred Twenty Only.                                                    |                                                                                               |        |  |               |     |                      |          |          |         |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction