

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

|                                                               |                             |                                                                                                                                                                           |                                                                     |
|---------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Date: 31/8/20                                                 |                             | Prepared by: SOWMYA                                                                                                                                                       |                                                                     |
| PO/WO no. 69830                                               |                             | PO / WO Date. 26/8/20                                                                                                                                                     |                                                                     |
| Supplier Name Sslp.                                           |                             | PO/WO amount 3,830                                                                                                                                                        |                                                                     |
| Firm/Company Modi properties pvt ltd                          |                             | Project 41.0                                                                                                                                                              |                                                                     |
| Sl. No.                                                       | Bill No.                    | Bill Date                                                                                                                                                                 | Bill amount                                                         |
| 1.                                                            | 12899                       | 28/8/20                                                                                                                                                                   | 3,830                                                               |
| 2.                                                            |                             |                                                                                                                                                                           |                                                                     |
| 3.                                                            |                             |                                                                                                                                                                           |                                                                     |
| 4.                                                            |                             |                                                                                                                                                                           |                                                                     |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                             |                                                                                                                                                                           | 3,830                                                               |
| Sl. No.                                                       | DC No                       | DC. Date                                                                                                                                                                  | MRN No. DC matches MRN                                              |
| 1.                                                            | 10886                       | 28/8/20                                                                                                                                                                   | <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:   |                             |                                                                                                                                                                           | 3,830                                                               |
| Amount E – PO / WO value:                                     |                             |                                                                                                                                                                           | 3,830                                                               |
| 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 type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                                                                     |
| Excess / short material received                              |                             | <input 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 type="checkbox"/> No                                                                                                      |                                                                     |
| Payment – due date                                            |                             | 5.9.2020                                                                                                                                                                  |                                                                     |
| Remarks:                                                      |                             |                                                                                                                                                                           |                                                                     |
|                                                               |                             |                                                                                                                                                                           |                                                                     |
| Approved by                                                   | Purchase Officer            | Purchase Manager                                                                                                                                                          | Procurement Manager                                                 |
| MD                                                            | Accounts – receiver of bill | Accountant                                                                                                                                                                | Accounts Manager                                                    |
| Sign: SOWMYA                                                  |                             |                                                                                                                                                                           |                                                                     |
| Date: 31/8/20                                                 |                             |                                                                                                                                                                           |                                                                     |

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/-

**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 : 28-08-2020

| Customer Details                         |                                                     |         |     | Invoice No.   | 12899      |        |         |
|------------------------------------------|-----------------------------------------------------|---------|-----|---------------|------------|--------|---------|
| Modi Properties Pvt. Ltd.                |                                                     |         |     | Invoice Date. | 28-08-2020 |        |         |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD |                                                     |         |     | PO No.        | 69830      |        |         |
|                                          |                                                     |         |     | PO Date.      | 26-08-2020 |        |         |
|                                          |                                                     |         |     | Req ID        | 59333      |        |         |
|                                          |                                                     |         |     | Req Date      | 25-08-2020 |        |         |
| GSTIN : 36AABCM4761E1ZM                  |                                                     |         |     | Loc Req No    | 16422      |        |         |
|                                          | Description of Goods                                | HSN/SAC | Qty | Rate          | Gross      | Tax%   | Tax Amt |
| 1                                        | 2165 - Carpentry - hardware - SS Cylindrical Lock - | 8301    | 6   | 541.00        | 3,246.00   | 18     | 584.28  |
| 2                                        |                                                     |         |     |               |            |        |         |
| 3                                        |                                                     |         |     |               |            |        |         |
| 4                                        |                                                     |         |     |               |            |        |         |
| 5                                        |                                                     |         |     |               |            |        |         |
| 6                                        |                                                     |         |     |               |            |        |         |
| 7                                        |                                                     |         |     |               |            |        |         |
| 8                                        |                                                     |         |     |               |            |        |         |
| 9                                        |                                                     |         |     |               |            |        |         |
| 10                                       |                                                     |         |     |               |            |        |         |
| 11                                       |                                                     |         |     |               |            |        |         |
| 12                                       |                                                     |         |     |               |            |        |         |
| 13                                       |                                                     |         |     |               |            |        |         |
| 14                                       |                                                     |         |     |               |            |        |         |
| 15                                       |                                                     |         |     |               |            |        |         |
| IGST                                     |                                                     |         |     | CGST          |            | SGST   |         |
| Total Taxable Amount                     |                                                     |         |     | 3,246.00      |            | 584.28 |         |
| Total Invoice Amount                     |                                                     |         |     | 3,830.28      |            |        |         |

Rupees : Three Thousand Eight Hundred Thirty and Paise Twenty Eight Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

## Purchase Order

Page(s) 1 Of 1

27-08-2020 10:46:41 AM



69830

26.08.20 1:23:34

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                                            |            | Doc No     | 69830      | 16422 |
|-------------------------------------------------------------|------------|------------|------------|-------|
| Summit Sales LLP                                            |            | Doc Date   | 26-08-2020 |       |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad |            | Quote No   | Nil        |       |
| GSTIN 36ACQFS2044C1Z7                                       |            | Quote Date | 26-08-2020 |       |
| 040-66335551                                                | 9618244433 | SupplyType | Supply     |       |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

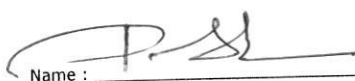
| Item Name                                                                 | Qty  | Rate   | Dis% | GST   | Amount   |
|---------------------------------------------------------------------------|------|--------|------|-------|----------|
| 1 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos         | 6.00 | 541.00 | 0.00 | 18.00 | 3,830.28 |
| Total Order Value . . .                                                   |      |        |      |       | 3,830.28 |
| Rupees : Three Thousand Eight Hundred Thirty and Paise Twenty Eight Only. |      |        |      |       |          |

**Terms and Conditions :-**

|                       |                                                                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Specification / Brand | As per details given in the quotation.                                                                                                            |
| Payment Terms         | After delivery and production of bill                                                                                                             |
| Tax                   | Included in the above prices                                                                                                                      |
| Delivery Date         | With in a day                                                                                                                                     |
| Delivery Location     | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551                                                 |
| Penalty For Delay     | Nil                                                                                                                                               |
| Transportation Cost   | Nil                                                                                                                                               |
| Warranty              | One year on doors, 5 years on mortise lock, one year on other hardware items.                                                                     |
| Advance Paid          | Nil                                                                                                                                               |
| Other Terms           | We reserve the right to reject items not conforming to quality and specifications.above order is for 2nd floor staff toilet door locking purpose. |
| Completion Date       | Nil                                                                                                                                               |
| Measurment            | Nil                                                                                                                                               |
| Security              | Nil                                                                                                                                               |
| Remarks               | Nil                                                                                                                                               |

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

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

Accepted the above Terms And Conditions

For **Summit Sales LLP**

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

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

## Requisition Form

|                                |  |             |        |          |        |            |       |
|--------------------------------|--|-------------|--------|----------|--------|------------|-------|
| Company Name:                  |  | MPPL        |        | Date:    |        | 24-08-2020 |       |
| Site & Phase :                 |  | HEAD OFFICE |        | Time:    |        | 06.44 PM   |       |
| Supplier                       |  |             |        | Req. No. |        | 16422      |       |
| Material required before date: |  |             | Urgent |          | ID No. |            | 59333 |

| No | Description            | Size | Quantity | Units | Inward No | Date |
|----|------------------------|------|----------|-------|-----------|------|
| 1  | TUBULAR LOCKS -DOORSET | STD  | 06       | NOS   |           |      |
| 2  |                        |      |          |       |           |      |
| 3  |                        |      |          |       |           |      |
| 4  |                        |      |          |       |           |      |
| 5  |                        |      |          |       |           |      |
| 6  |                        |      |          |       |           |      |
| 7  |                        |      |          |       |           |      |
| 8  |                        |      |          |       |           |      |
| 9  |                        |      |          |       |           |      |
| 10 |                        |      |          |       |           |      |

Remarks : FOR II FLOOR STAFF TOILET DOOR LOCKING PURPOSE

|              |  |                 |  |              |  |  |  |
|--------------|--|-----------------|--|--------------|--|--|--|
| Prepared By  |  | T.SURYANARAYANA |  | Approved by  |  |  |  |
| Sign. & Date |  | 24-08-2020      |  | 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

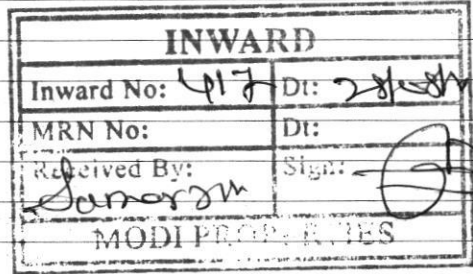
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 28-08-2020

| Customer Details                         |                                                                 | DC No.     | 10886      |
|------------------------------------------|-----------------------------------------------------------------|------------|------------|
| Modi Properties Pvt. Ltd.                |                                                                 | DC Date.   | 28-08-2020 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD |                                                                 | PO No.     | 69830      |
|                                          |                                                                 | PO Date.   | 26-08-2020 |
|                                          |                                                                 | Req ID     | 59333      |
|                                          |                                                                 | Req Date   | 25-08-2020 |
| GSTIN : 36AABCM4761E1ZM                  |                                                                 | Loc Req No | 16422      |
|                                          | Description of Goods                                            | HSN/SAC    | Qty        |
| 1                                        | 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos | 8301       | 6          |
| 2                                        |                                                                 |            |            |
| 3                                        |                                                                 |            |            |
| 4                                        |                                                                 |            |            |
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| 27                                       |                                                                 |            |            |
| 28                                       |                                                                 |            |            |
| 29                                       |                                                                 |            |            |
| 30                                       |                                                                 |            |            |



for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

**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 : 28-08-2020

| Customer Details                                                                                     |                                                     |         |        | Invoice No.          | 12899      |          |         |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------|--------|----------------------|------------|----------|---------|
| Modi Properties Pvt. Ltd.<br>HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD<br><br>GSTIN : 36AABCM4761E1ZM |                                                     |         |        | Invoice Date.        | 28-08-2020 |          |         |
|                                                                                                      |                                                     |         |        | PO No.               | 69830      |          |         |
|                                                                                                      |                                                     |         |        | PO Date.             | 26-08-2020 |          |         |
|                                                                                                      |                                                     |         |        | Req ID               | 59333      |          |         |
|                                                                                                      |                                                     |         |        | Req Date             | 25-08-2020 |          |         |
|                                                                                                      |                                                     |         |        | Loc Req No           | 16422      |          |         |
|                                                                                                      | Description of Goods                                | HSN/SAC | Qty    | Rate                 | Gross      | Tax%     | Tax Amt |
| 1                                                                                                    | 2165 - Carpentry - hardware - SS Cylindrical Lock - | 8301    | 6      | 541.00               | 3,246.00   | 18       | 584.28  |
| 2                                                                                                    |                                                     |         |        |                      |            |          |         |
| 3                                                                                                    |                                                     |         |        |                      |            |          |         |
| 4                                                                                                    |                                                     |         |        |                      |            |          |         |
| 5                                                                                                    |                                                     |         |        |                      |            |          |         |
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| 12                                                                                                   |                                                     |         |        |                      |            |          |         |
| 13                                                                                                   |                                                     |         |        |                      |            |          |         |
| 14                                                                                                   |                                                     |         |        |                      |            |          |         |
| 15                                                                                                   |                                                     |         |        |                      |            |          |         |
| IGST                                                                                                 |                                                     | CGST    | SGST   | Total Taxable Amount |            | 3,246.00 | 584.28  |
|                                                                                                      |                                                     | 292.14  | 292.14 | Total Invoice Amount |            | 3,830.28 |         |
| Rupees : Three Thousand Eight Hundred Thirty and Paise Twenty Eight Only.                            |                                                     |         |        |                      |            |          |         |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction