PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/9/20.	Prepared by:	SOWMYA
PO/WO no.	70100	PO / WO Date.	4/9/20
Supplier Name	SSllp.	PO/WO amount	2,808
Firm/Company	Modi properties pvt ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1.	13093	8/9/20.	2,808
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,808

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13049	7/9/20	82745	☑ 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:	2,808
Amount E – PO / WO value:	2,808
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	**12.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya		APPROVED 16 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	9/9/20.						

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	Invoice No.	13093
Modi Properties Private Limited,.	Invoice Date.	08-09-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	70100
	PO Date.	04-09-2020
	Req ID	59598
GSTIN : 36AABCM4761E1ZM	Req Date	04-09-2020
	Loc Req No	11920

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	100	3.50	350.00	12	42.00
	Blue -40 nos black -60 nos						
2	7544 - Stationery - other - Marker - NA - nos	9608	20	16.00	320.00	12	38.40
	black-10 nos red -10 nos						
3	7572 - Stationery - other - Punch - 16mm - nos		3	120.00	360.00	18	64.80
4	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
5	7573 - Stationery - other - Punch - other - nos		3	65.00	195.00	12	23.40
6	7505 - Stationery - other - Binder Clips - other -	8305	2	40.00	80.00	18	14.40
	32mm						
7	7505 - Stationery - other - Binder Clips - other -	8305	5	25.00	125.00	18	22.50
	19mm						
8	7533 - Stationery - other - Highlighter - NA - nos	9608	5	19.00	95.00	18	17.10
9	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
10	7523 - Stationery - other - Eraser - NA - nos		10	1.50	15.00	18	2.70
11	7585 - Stationery - other - Sharpner - NA - nos	8214	10	3.00	30.00	12	3.60
12	7509 - Stationery - other - Calculator - NA - nos		2	155.00	310.00	18	55.80
13	7528 - Stationery - other - Fevistick - NA - nos	9608	6	20.00	120.00	12	14.40
14	7565 - Stationery - other - Pencil Carbon Paper - NA -	4809	1	156.00	156.00	18	28.08
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,441.00	367.68
	183.84	183.84	Total Invoice Amount	2,808.68	

Rupees : Two Thousand Eight Hundred Eight and Paise Sixty Eight Only.

for Summit Sales LLP

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6916 Date 10/9 Sign

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 07-09-2020 2:02:51 PM

70100
03.09.20 11:46:56

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	**Doc No**	70100	11920
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	04-09-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-09-2020	
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	7560 - Stationery - other - Pen - NA - nos *Blue -40 nos black -60 nos*	100.00	3.50	0.00	12.00	392.00
2	7544 - Stationery - other - Marker - NA - nos *black-10 nos red -10 nos*	20.00	16.00	0.00	12.00	358.40
3	7572 - Stationery - other - Punch - 16mm - nos	3.00	120.00	0.00	18.00	424.80
4	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.00	0.00	12.00	201.60
5	7573 - Stationery - other - Punch - other - nos	3.00	65.00	0.00	12.00	218.40
6	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	2.00	40.00	0.00	18.00	94.40
7	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	5.00	25.00	0.00	18.00	147.50
8	7533 - Stationery - other - Highlighter - NA - nos	5.00	19.00	0.00	18.00	112.10
9	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
10	7523 - Stationery - other - Eraser - NA - nos	10.00	1.50	0.00	18.00	17.70
11	7585 - Stationery - other - Sharpner - NA - nos	10.00	3.00	0.00	12.00	33.60
12	7509 - Stationery - other - Calculator - NA - nos	2.00	155.00	0.00	18.00	365.80
13	7528 - Stationery - other - Fevistick - NA - nos	6.00	20.00	0.00	12.00	134.40
14	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	1.00	156.00	0.00	18.00	184.08
				Total Order Value . . .		**2,808.68**

Rupees : Two Thousand Eight Hundred Eight and Paise Sixty Eight Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

 05-09-2020 4:17:49 PM

Original / Office Copy / Purchase Div.Copy

Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

p` Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	02-09-2020
Site & Phase :	May Flower Platinum	Time:	15;50
Supplier		Req.No.	11920
Material required before date:	05-09-2020	ID No.	59598

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens /black pens	std	05	boxs		
2	Markers black /red	std	10	boxs		
3	Cd markers	std	10	Nos		
4	Stamp pads	std	04	Nos		
5	Punch mission big /small	std	03	Nos		
6	Binder clips big/small	std	02/05	Boxes		
7	Fevi sticks 70100	std	06	Nos		
	Highlighters	std	01	Box		
9	Whiteners	std	05	Nos		
10	Erase + Sharpener	std	02	Boxes		
11	Carbon papers	Std	20	Nos		
12	Mouse pad s	Std	06	Nos		
12	Calculators	Std	02	Nos		

Remarks : for site use purpose

Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	02-09-2020	Sign. & Date	

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		
Modi Properties Private Limited,.	DC No.	11049
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date.	07-09-2020
	PO No.	70100
	PO Date.	04-09-2020
	Req ID	59598
	Req Date	04-09-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	11920

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	100
2	7544 - Stationery - other - Marker - NA - nos	9608	20
3	7572 - Stationery - other - Punch - 16mm - nos		3
4	7512 - Stationery - other - CD Marker - NA - nos	9608	10
5	7573 - Stationery - other - Punch - other - nos		3
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	2
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
8	7533 - Stationery - other - Highlighter - NA - nos	9608	5
9	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
10	7523 - Stationery - other - Eraser - NA - nos		10
11	7585 - Stationery - other - Sharpner - NA - nos	8214	10
12	7509 - Stationery - other - Calculator - NA - nos		2
13	7528 - Stationery - other - Fevistick - NA - nos	9608	6
14	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	4809	1
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INWARD
Inward No 4005 Dt 7/9/20
MRN No 89745 Dt:
Received By Sign: Nizam
Modi Properties Pvt. Ltd
Sy.No.82/1

MODI PROPERTIES PVT. LTD. INWARD No. 4434 Date 15/9 Sign. SEC'B

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory