

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/9/20		Prepared by:		SOWMYA	
PO/WO no.		70620		PO / WO Date.		21/9/20	
Supplier Name		ssllp.		PO/WO amount		3,821	
Firm/Company		East side Residency Annojigudally		Project		ESR	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	13361	23/9/20		3,821			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,821	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11301	23/9/20	83381	☒ 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:						3,821	
Amount E – PO / WO value:						3,821	
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			26.9.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	24/9/20	6/10/20					

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

Email: purchase@modiproperties.com

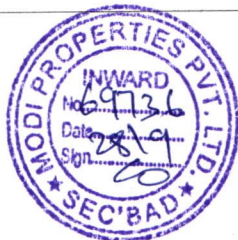
Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 23-09-2020

Customer Details				Invoice No.	13361		
East Side Residency Annojiguda LLP Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad GSTIN : 36AAHFE3373P1ZX				Invoice Date.	23-09-2020		
				PO No.	70620		
				PO Date.	21-09-2020		
				Req ID	60077		
				Req Date	21-09-2020		
				Loc Req No	130130		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7578 - Stationery - other - Ring Binder - other - nos A4		10	195.00	1,950.00	18	351.00
2	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	5	6.00	30.00	18	5.40
3	7594 - Stationery - other - Stapler pin - other - boxes Large	7415	5	15.00	75.00	18	13.50
4	7593 - Stationery - other - Stapler - other - nos small	9608	5	37.00	185.00	18	33.30
5	7593 - Stationery - other - Stapler - other - nos Large	9608	2	195.00	390.00	18	70.20
6	7560 - Stationery - other - Pen - NA - nos Blue	9608	40	3.50	140.00	12	16.80
7	7508 - Stationery - other - Box file - small - nos		5	33.00	165.00	18	29.70
8	7505 - Stationery - other - Binder Clips - other - 32	8305	5	40.00	200.00	18	36.00
9	7505 - Stationery - other - Binder Clips - other - 19	8305	5	22.00	110.00	18	19.80
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
287.85				287.85		287.85	
Total Taxable Amount				3,245.00		575.70	
Total Invoice Amount				3,820.70			
Rupees : Three Thousand Eight Hundred Twenty and Paise Seventy Only.							

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

Original

From Company : **East Side Residency Annojiguda LLP**
 5-4-187/3&4, II nd floor ,Soham Mansion, MG Road, Secunderabad-500003
 G S T No. : 36AAHFE3373P1ZX



21.09.20 12:56:22

Supplier Details

Summit Sales LLP
 5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

Doc No	70620	130130
Doc Date	21-09-2020	
Quote No	Nil	
Quote Date	21-09-2020	
SupplyType	Supply	

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7578 - Stationery - other - Ring Binder - other - nos A4	10.00	195.00	0.00	18.00	2,301.00
2 7594 - Stationery - other - Stapler pin - other - boxes Small	5.00	6.00	0.00	18.00	35.40
3 7594 - Stationery - other - Stapler pin - other - boxes Large	5.00	15.00	0.00	18.00	88.50
4 7593 - Stationery - other - Stapler - other - nos small	5.00	37.00	0.00	18.00	218.30
5 7593 - Stationery - other - Stapler - other - nos Large	2.00	195.00	0.00	18.00	460.20
6 7560 - Stationery - other - Pen - NA - nos Blue	40.00	3.50	0.00	12.00	156.80
7 7508 - Stationery - other - Box file - small - nos	5.00	33.00	0.00	18.00	194.70
8 7505 - Stationery - other - Binder Clips - other - boxes 32	5.00	40.00	0.00	18.00	236.00
9 7505 - Stationery - other - Binder Clips - other - boxes 19	5.00	22.00	0.00	18.00	129.80
Total Order Value . . .					3,820.70

Prices : Three Thousand Eight Hundred Twenty and Paise Seventy Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working Day.

Delivery Location East Side Residency
 Sy no 96/97, Annojiguda, Near: Pocharam, Hyderabad-501301
 Phone. 9121309555

Penalty For Delay Nil

Transportation 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 office use
 For **East Side Residency Annojiguda LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact : _____

Company Name:	East Side Residency Annojiguda LLP	Date:	21-09-2020
Site & Phase :	East Side Residency	Time:	11:21
Supplier	SSLLP	Req. No.	130130
Material required before date:	Urgent	ID No.	60077

No	Description	Size	Quantity	Units	Inward No	Date
1	Ring binder files	Std	10	No's		
2	Staplers	Large	02	No's		
3	Staplers	Small	05	No's		
4	Stapler pins	Small	05	No's		
5	Stapler pins	large	05	No's		
6	Paper clips	Small	05	No's		
7	Paper clips	large	05	No's		
8	Blue pens	Std	02	Packet		
9	Box files	Small	05	No's		

Remarks: - For sales staff and office staff use

Prepared By	Sharvani	Approved by	
Sign.& Date	21-09-2020	Sign. & Date	

APPROVED
21 SEP 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

1 of 1 : 23-09-2020

Customer Details		DC No.	11301
East Side Residency Annojiguda LLP		DC Date.	23-09-2020
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad		PO No.	70620
		PO Date.	21-09-2020
		Req ID	60077
		Req Date	21-09-2020
GSTIN : 36AAHFE3373P1ZX		Loc Req No	130130
	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		10
2	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
3	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
4	7593 - Stationery - other - Stapler - other - nos	9608	5
5	7593 - Stationery - other - Stapler - other - nos	9608	2
6	7560 - Stationery - other - Pen - NA - nos	9608	40
7	7508 - Stationery - other - Box file - small - nos		5
8	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
9	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD	
Inward No: 1182	Dt: 24/9/20
MRN No: 83387	Dt: 25/9/20
Received By: 	Sign: 
EAST SIDE RESIDENCY	

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



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

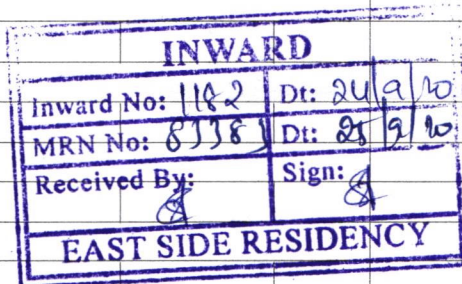
Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 23-09-2020

Customer Details				Invoice No.	13361			
East Side Residency Annojiguda LLP				Invoice Date.	23-09-2020			
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad				PO No.	70620			
				PO Date.	21-09-2020			
				Req ID	60077			
GSTIN : 36AAHFE3373P1ZX				Req Date	21-09-2020			
				Loc Req No	130130			
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt	
1	7578 - Stationery - other - Ring Binder - other - nos A4		10	195.00	1,950.00	18	351.00	
2	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	5	6.00	30.00	18	5.40	
3	7594 - Stationery - other - Stapler pin - other - boxes Large	7415	5	15.00	75.00	18	13.50	
4	7593 - Stationery - other - Stapler - other - nos small	9608	5	37.00	185.00	18	33.30	
5	7593 - Stationery - other - Stapler - other - nos Large	9608	2	195.00	390.00	18	70.20	
6	7560 - Stationery - other - Pen - NA - nos Blue	9608	40	3.50	140.00	12	16.80	
7	7508 - Stationery - other - Box file - small - nos		5	33.00	165.00	18	29.70	
8	7505 - Stationery - other - Binder Clips - other - 32	8305	5	40.00	200.00	18	36.00	
9	7505 - Stationery - other - Binder Clips - other - 19	8305	5	22.00	110.00	18	19.80	
10								
11								
12								
13								
14								
15								
IGST				CGST		SGST		
287.85				287.85		287.85		
Total Taxable Amount				3,245.00		575.70		
Total Invoice Amount				3,820.70				

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



for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory