

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/9/20.		Prepared by:		SOWMYA	
PO/WO no.		70617		PO / WO Date.		21/9/20	
Supplier Name		SSLP.		PO/WO amount		128	
Firm/Company		Serene Constructions		Project		Serene farms.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	13350	23/9/20.		128			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						128	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11290	23/9/20	83305	☒ 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:						128	
Amount E – PO / WO value:						128	
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:	<i>[Signature]</i>						
Date	24/9/20						

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/-

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

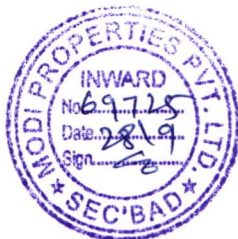
Customer Details				Invoice No.	13350		
Serene Constructions LLP				Invoice Date.	23-09-2020		
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203				PO No.	70617		
GSTIN : 36ACVFS7909P1ZV				PO Date.	21-09-2020		
				Req ID	60069		
				Req Date	21-09-2020		
				Loc Req No	150372		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
2	7544 - Stationery - other - Marker - NA - nos	9608	3	16.00	48.00	12	5.76
	Permanant-Black						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST					111.00		17.10
CGST							
SGST							
Total Taxable Amount							
Total Invoice Amount					128.10		

Rupees : One Hundred Twenty Eight and Paise Ten Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 1

22-09-2020 14:49:45

Original /



21.09.20 12:56:22

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad GSTIN 36ACQFS2044C1Z7 040-66335551				

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7605 - Stationery - other - Whitner Pen - NA - nos	3.00	21.00	0.00	18.00	74.34
2 7544 - Stationery - other - Marker - NA - nos Permanant-Black	3.00	16.00	0.00	12.00	53.76
Total Order Value . . .					128.10

Rupees : One Hundred Twenty Eight and Paise Ten 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	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
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 purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Serene Constructions LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Contact :-

Requisition Form

Company Name:		Modi Farm House (Hyd)LLp		Date:		21-09-20	
Site & Phase :		SERENE FARMS		Time:		12.15	
Supplier				Req. No.		150372	
Material required before date:		23-09-2020		ID No.		60069	

No	Description	Size	Quantity	Units	Inward No	Date
1	Envelope Covers (Brown)	Big Size	40	Nos		
2	Whitener	Std	03	Nos		
3	Perminant Markers (Black)	Std	03	Nos		
4						
5						
6						
7						
8						
9						
10						

Remarks: The Above material is required for Office Maintenance in MFHLLp

Prepared By	M Mahesh	Approved by	
Sign.& Date	21-09-2020	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
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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.

Summit Sales LLP

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

Email: purchase@modiproperties.com

1 of 1 : 23-09-2020

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

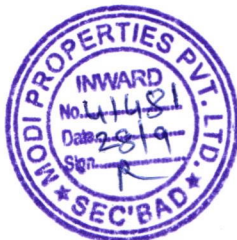
Customer Details		DC No.	11290
Serene Constructions LLP		DC Date.	23-09-2020
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203		PO No.	70617
		PO Date.	21-09-2020
		Req ID	60069
		Req Date	21-09-2020
		Loc Req No	150372
GSTIN : 36ACVFS7909P1ZV			
	Description of Goods	HSN/SAC	Qty
1	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
2	7544 - Stationery - other - Marker - NA - nos	9608	3
3			
4			
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INWARD	
Inward No: 5425	Dt: 23/09/20
MRN No: 83305	Dt: 24/09/2020
Received By: Yespal Reddy	Sign: [Signature]
Serene Construction (Hyd) LLP	

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



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.	13350		
Serene Constructions LLP				Invoice Date.	23-09-2020		
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				PO Date.	21-09-2020		
				Req ID	60069		
				Req Date	21-09-2020		
GSTIN : 36ACVFS7909P1ZV				Loc Req No	150372		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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	Permanant-Black						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST	CGST	SGST	Total Taxable Amount		111.00		17.10
	8.55	8.55	Total Invoice Amount		128.10		
Rupees : One Hundred Twenty Eight and Paise Ten Only.							

INWARD	
Inward No: 5425	Dt: 23/09/20
MRN No:	Dt:
Received By: Yespal Reddy	Sign: [Signature]
Serene Construction (Hyd) LLP	

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction