PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	70940	PO / WO Date.	1/10/20.
Supplier Name	SSllp.	PO/WO amount	1,381.
Firm/Company	Modi properties pvt ltd.	Project	M.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	13643	13/10/20.	3,107
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,107

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	SOV 3241	9/10/20		☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,107
Amount E – PO / WO value:	1,381
Amount F – Difference (A – E): GST-18%	

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	**24.10.2020**
Remarks:	Excess quantity received, Pend Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	DS					
Date	17/10/20.	22/10					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Properties (P) Ltd. Head office

Site:

DC No. : 3241
Date : 9/10/20
Vehicle No. : TS10UA6143
P.O. / W.O. No. : 70940
P.O. / W.O. Date : 1/10/20

Sl. No.	PARTICULARS	Quantity
1	Steel grey 8'.0x2'.0 = 01 (Nos)	36.00sft
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		36.00sft

GSTIN :

Received the above materials in good condition.

Received by T. Rahul

Stamp: T. Rahul

Date : 9/10/20

For SUMMIT SALES LLP

Authorised Signatory

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Sa 3241 9/10

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	13643
Modi Properties Pvt. Ltd.	Invoice Date.	13-10-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	70940
	PO Date.	01-10-2020
	Req ID	60384
	Req Date	01-10-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16535

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	36	66.15	2,381.40	18	428.64
	8'0 x 2'0 - 01 no						
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		36	7.00	252.00	18	45.36
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,633.40		474.00
	237.00	237.00	Total Invoice Amount	3,107.41		

Rupees : Three Thousand One Hundred Seven and Paise Fourty One Only.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70228 Date 10/10

for Summit Sales LLP

Authorised signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Properties (P) Ltd.
Head office.

Site:

DC No.	: 3241
Date	: 9/10/20
Vehicle No.	: AP 10 UA 6143
P.O. / W.O. No.	: 70940
P.O. / W.O. Date	: 1/10/20

Sl. No.	PARTICULARS	Quantity
1	steel grey 8'.0 x 2'.0 = 01 (Nos)	36.00 Sft
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		36.00 Sft

INWARD
Inward No: 558 Dt: 09/10/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

GSTIN :

Received the above materials in good condition.

Received by T. Rahul

Stamp: T. Rahul

Date : 9/10/20

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 41956 Date 12/10

For **SUMMIT SALES LLP**

Authorised Signatory

Purchase Order

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70940
30.09.20 4:15:45

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**	70940	16535
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-10-2020	
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	8507 - Stone - granite - Steel Grey - 19mm - sft *8'0 x 2'0 - 01 no*	16.00	66.15	0.00	18.00	1,248.91
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft	16.00	7.00	0.00	18.00	132.16
			Total Order Value . . .			**1,381.07**

Rupees : One Thousand Three Hundred Eighty One and Paise Seven Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Anand sir cabin - 3rd floor purpose.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Skirting Rs. 12/- per rft for labour only.

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory
01/10/2020
Name : ____

Name : ____

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Date : __/__/____

REQUISITION FORM (Note : WRITE IN CAPITAL LETTERS)

Company Name :	MYOPL					
Site & Phase	Head office				Requisition No.:	16535
Date :	29/09/2020	Time : 11:45AM				60384
Suppliers :						
Material required before		Date : urgent			Time :	

No.	Description	Size	Quantity	Units
1.	Steel grade Granite	8' x 2'	1	nos
2.				
3.				
4.	70940			
5.				
6.				
7.				

Remarks : For Anand sir cabin. 3rd floor

APPROVED BY
30 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

		I.D. No. :	
Prepared By : N. Meenakshi	Approved By :		
Sign. & Date : 29/09	Sign. & Date :		