PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71142	PO / WO Date.	9/10/20
Supplier Name	SSllp.	PO/WO amount	3,427
Firm/Company	Modi properties pvt ltd.	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	13846	23/10/20.	1,087
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,087

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11724	23/10/20	84768	☑ 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:				1,087
Amount E – PO / WO value:				3,427
Amount F – Difference (A – E): GST-18%				– 2,340/-

Quantity received as per PO /WO	□ Yes □ Excess received ☑ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No (expl~~ained below)
Excess / short material received	~~□ Approved – within acceptab~~le 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	**31.10.2020**
Remarks: Part bill rceived.	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	29/10/20.	8/11					

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/-

TAX INVOICE

ORIGINAL INVOICE

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 Pvt. Ltd.	Invoice No.	13846
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	23-10-2020
	PO No.	71142
	PO Date.	09-10-2020
	Req ID	60553
GSTIN : 36	Req Date	08-10-2020
	Loc Req No	16554

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9555 - Tools - Safety belt - other - nos	63072090	4	259.00	1,036.00	5	51.80
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,036.00		51.80
	25.90	25.90	Total Invoice Amount		1,087.80	

Rupees : One Thousand Eighty Seven and Paise Eighty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70703 Date 30/10 Sign. Neh

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 09-10-2020 2:31:58 PM

71142
08.10.20 5:21:49

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**	71142	16554
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	09-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	09-10-2020	
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	9593 - Tools - Labour helmet male - NA - Nos	10.00	60.00	0.00	18.00	708.00
2	9555 - Tools - Safety belt - other - nos	10.00	259.00	0.00	5.00	2,719.50
				Total Order Value . . .		**3,427.50**

Rupees : Three Thousand Four Hundred Twenty Seven and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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	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 Green towers use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	07.10.2020
Site & Phase :	Head Office	Time:	12:40
Supplier		Req. No.	16554
Material required before date:		ID No.	60553

No	Description	Size	Quantity	Units	Inward No	Date
1	Male Helmet (Yellow)	Std	10	Nos		
2	Safe Belt with Rope 21142	Std	10	Nos		
3						
4						
5						
6						
7						
8						
9						

APPROVED
09 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - for Green Towers External Crack Filling & Painting Work purpose.

Prepared By	Rahul.T	Approved by	
Sign.& Date	07.10.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
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.

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	DC No.	11724
Modi Properties Pvt. Ltd.	DC Date.	23-10-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71142
	PO Date.	09-10-2020
	Req ID	60553
	Req Date	08-10-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16554

	Description of Goods	HSN/SAC	Qty
1	9555 - Tools - Safety belt - other - nos	63072090	4
2			
3			
4			
5			
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29			
30			

INWARD
Inward No: 548 Dt: 23/10/20
MRN No: 84768 Dt: 3/11/20
Received By: Sign:
MODI PROPERTIES

Returned
23/10.

for Summit Sales LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 42251
Date 23/10

Authorised signatory

Subject to Hyderabad Jurisdiction