PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71222	PO / WO Date.	12/10/20.
Supplier Name	Sllp.	PO/WO amount	4,509.
Firm/Company	Modi properties pvt Ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	13953.	30/10/20.	2,956.
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,956

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11838	30/10/20	84638	☑ 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:	2,956.
Amount E – PO / WO value:	4,509.
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	**7.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	31/10/20	3/11					

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	Invoice No.	13953
Modi Properties Private Limited,.	Invoice Date.	30-10-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	71222
	PO Date.	12-10-2020
	Req ID	60652
	Req Date	10-10-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	177012

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7563 - Stationery - other - Pencil - NA - boxes	4421	5	42.00	210.00	12	25.20
2	7593 - Stationery - other - Stapler - other - nos Small	9608	5	37.00	185.00	18	33.30
3	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
4	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
5	7544 - Stationery - other - Marker - NA - nos Black-5,Red-5,Blue-5	9608	15	16.00	240.00	12	28.80
6	7505 - Stationery - other - Binder Clips - other - Big	8305	5	22.00	110.00	18	19.80
7	7505 - Stationery - other - Binder Clips - other - Small	8305	5	20.00	100.00	18	18.00
8	7592 - Stationery - other - stamp pad - NA - nos	9612	3	42.00	126.00	18	22.68
9	7563 - Stationery - other - Pencil - NA - boxes Colour	4421	1	42.00	42.00	12	5.04
10	7523 - Stationery - other - Eraser - NA - nos		30	1.50	45.00	18	8.10
11	7585 - Stationery - other - Sharpner - NA - nos	8214	30	3.00	90.00	12	10.80
12	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
13	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,608.00	348.72
	174.36	174.36	Total Invoice Amount	2,956.72	

Rupees : Two Thousand Nine Hundred Fifty Six and Paise Seventy Two Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7065 Date 02/11 Sign Neha

Authorised signatory

Purchase Order

 12-10-2020 14:29:41

71222
10.10.20 12:26:27

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**	71222	177012
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	12-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	12-10-2020	
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	7563 - Stationery - other - Pencil - NA - boxes	5.00	42.00	0.00	12.00	235.20
2	7593 - Stationery - other - Stapler - other - nos *Small*	5.00	37.00	0.00	18.00	218.30
3	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
5	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
6	7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
7	7544 - Stationery - other - Marker - NA - nos *Black-5,Red-5,Blue-5*	15.00	16.00	0.00	12.00	268.80
8	7505 - Stationery - other - Binder Clips - other - boxes *Big*	5.00	22.00	0.00	18.00	129.80
9	7505 - Stationery - other - Binder Clips - other - boxes *Small*	5.00	20.00	0.00	18.00	118.00
10	7592 - Stationery - other - stamp pad - NA - nos	3.00	42.00	0.00	18.00	148.68
11	7563 - Stationery - other - Pencil - NA - boxes *Colour*	1.00	42.00	0.00	12.00	47.04
12	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
13	7523 - Stationery - other - Eraser - NA - nos	30.00	1.50	0.00	18.00	53.10
14	7585 - Stationery - other - Sharpner - NA - nos	30.00	3.00	0.00	12.00	100.80
15	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.00	0.00	12.00	201.60
16	7555 - Stationery - other - Paper - A4 - bundles	10.00	230.00	0.00	12.00	2,576.00
					Total Order Value . . .	**4,509.74**

Rupees : Four Thousand Five Hundred Nine and Paise Seventy Four Only.

Terms and Conditions :-

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

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Contact - -

Purchase Order

 12-10-2020 14:29:41 Orginal / Office Copy / Purchase Div.Copy

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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality 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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

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

Authorised Signatory

Name : ______________

Contact ..

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	10-10-2020
Site & Phase :	May Flower Platinum	Time:	10;13
Supplier		Req.No.	177012
Material required before date:	13-10-2020	ID No.	60652

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue /Black pens	Std	05	Boxs		
2	Staplers & pins small	Std	05	Nos		
3	Whitener s	Std	05	Nos		
4	Pencils	Std	02	Boxs		
5	Fevisticks	Std	05	Nos		
6	Black/ Red/ blue markers	Std	05	Boxs		
7	Binder clips big/small	Std	05	Boxes		
[illegible]	Stamp Pads	Std	03	Nos		
9	Colour penciles	Std	01	Boxes		
10	Erasers +Sharpener	Std	05	Boxes		
11	CD Markers	Std	10	Nos		
12	Papers	Std	10	Bundles		

P.O. 7/222

Remarks : for site use purpose			
Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	10-10-2020	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	DC No.	11838
Modi Properties Private Limited,.	DC Date.	30-10-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	71222
	PO Date.	12-10-2020
	Req ID	60652
GSTIN : 36AABCM4761E1ZM	Req Date	10-10-2020
	Loc Req No	177012

	Description of Goods	HSN/SAC	Qty
1	7563 - Stationery - other - Pencil - NA - boxes	4421	5
2	7593 - Stationery - other - Stapler - other - nos	9608	5
3	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
4	7528 - Stationery - other - Fevistick - NA - nos	9608	5
5	7544 - Stationery - other - Marker - NA - nos	9608	15
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
8	7592 - Stationery - other - stamp pad - NA - nos	9612	3
9	7563 - Stationery - other - Pencil - NA - boxes	4421	1
10	7523 - Stationery - other - Eraser - NA - nos		30
11	7585 - Stationery - other - Sharpner - NA - nos	8214	30
12	7512 - Stationery - other - CD Marker - NA - nos	9608	10
13	7555 - Stationery - other - Paper - A4 - bundles	4810	5
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 42389
Date 03/11
Sign Neha

INWARD
Inward 14487 Dt 30/10/20
MRN No 84638 Dt.
Received By Sign Nlizam
Modi Properties Pvt. Ltd
Sy.No.82/1

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	13953
Modi Properties Private Limited,.	Invoice Date.	30-10-2020
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	71222
	PO Date.	12-10-2020
	Req ID	60652
GSTIN : 36AABCM4761E1ZM	Req Date	10-10-2020
	Loc Req No	177012

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3	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
4	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
5	7544 - Stationery - other - Marker - NA - nos Black-5,Red-5,Blue-5	9608	15	16.00	240.00	12	28.80
6	7505 - Stationery - other - Binder Clips - other - Big	8305	5	22.00	110.00	18	19.80
7	7505 - Stationery - other - Binder Clips - other - Small	8305	5	20.00	100.00	18	18.00
8	7592 - Stationery - other - stamp pad - NA - nos	9612	3	42.00	126.00	18	22.68
9	7563 - Stationery - other - Pencil - NA - boxes Colour	4421	1	42.00	42.00	12	5.04
10	7523 - Stationery - other - Eraser - NA - nos		30	1.50	45.00	18	8.10
11	7585 - Stationery - other - Sharpner - NA - nos	8214	30	3.00	90.00	12	10.80
12	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
13	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,608.00	348.72
	174.36	174.36	Total Invoice Amount	2,956.72	

Rupees : Two Thousand Nine Hundred Fifty Six and Paise Seventy Two Only.

Subject to Hyderabad Jurisdiction

INWARD
Inward 14487 Dt. 30/10/20
MRN No 84638 Dt.
Received By Sign Nizam
Modi Properties Pvt. Ltd
Sy.No.82/1

for Summit Sales LLP

Authorised signatory