# PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 29/10/20. | Prepared by: | D.SOWMYA |
| PO/WO no. | 71514 | PO / WO Date. | 22/10/20. |
| Supplier Name | SS llp. | PO/WO amount | 674 |
| Firm/Company | Mehta & Modi realty rowprealty llp. | Project | Mehta & Modi realty |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 13829 | 23/10/20. | 674 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 674 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 11734 | 23/10/20 | 84357 | ☑ 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: | 674 |
| Amount E – PO / WO value: | 674 |
| 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 | **31.10.2020** |
| Remarks: | |

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

APPROVED
05 NOV 2020
MINISH PARIKH
MANAGER-PROCUREMENT

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/-

# Purchase Order

 22-10-2020 12:45:29

Origi

71514
20.10.20 3:54:09

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 71514 | 140294 |
| | **Doc Date** | 22-10-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 22-10-2020 | |
| 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 | 4000 - Consumables - Acid - NA - ltrs | 4.00 | 20.00 | 0.00 | 18.00 | 94.40 |
| 2 | 4046 - Consumables - Phinyle - 1Ltr - nos | 2.00 | 50.00 | 0.00 | 18.00 | 118.00 |
| 3 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 2.00 | 25.00 | 0.00 | 18.00 | 59.00 |
| 4 | 4008 - Consumables - Cleaning Cloth - other - nos | 12.00 | 16.00 | 0.00 | 5.00 | 201.60 |
| 5 | 4040 - Consumables - Mopping Cloth - NA - nos | 12.00 | 16.00 | 0.00 | 5.00 | 201.60 |
| | | | | | **Total Order Value . . .** | **674.60** |

Rupees : Six Hundred Seventy Four and Paise Sixty 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** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **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 ***Mehta & Modi Realty Kowkur LLP***
Authorised Signatory

Name : ____________

Contact - -

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

Name : ____________

Date : __/__/____

# Requisition Form

| Company Name: | MEHTA AND MODI REALTY KOWKUR LLP | Date: | 19-10-2020 |
|---|---|---|---|
| Site & Phase: | GHT | Time: | 15:30 |
| Supplier: | | Req. No. | 140294 |
| Material required before : | **23-10-2020** | ID No. | 60842 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Surf | 1 kg | 02 | No.s | | |
| 2 | Acid | 1 ltr | 04 | No.s | | |
| 3 | Phenyl | 1 ltr | 02 | No.s | | |
| 4 | White clothes | Std | 12 | No.s | | |
| 5 | Yellow clothes | Std | 12 | No.s | | |
| | | | | | | |
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| | | | | | | |

P.O. 71514

Remarks:For site office cleaning purpose

| Prepared By | N.Shravya | Approved by | A.Suresh |
|---|---|---|---|
| Sign.& Date | 19-10-2020 | Sign. & Date | 19-10-2020 |

84357

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 | | |
|---|---|---|
| Mehta & Modi Realty Kowkur LLP | DC No. | 11734 |
| Sy No. 196, Kowkur, Hyderabad | DC Date. | 23-10-2020 |
| | PO No. | 71514 |
| | PO Date. | 22-10-2020 |
| | Req ID | 60842 |
| GSTIN : 36ABLFM7631F1A3 | Req Date | 19-10-2020 |
| | Loc Req No | 140294 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 4 |
| 2 | 4046 - Consumables - Phinyle - 1Ltr - nos | 2907 | 2 |
| 3 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 3402 | 2 |
| 4 | 4008 - Consumables - Cleaning Cloth - other - nos | 6307 | 12 |
| 5 | 4040 - Consumables - Mopping Cloth - NA - nos | 6307 | 12 |
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**INWARD**

| | |
|---|---|
| Inward No: 10536 | Dt: 23/10/20 |
| MRN No: 84357 | Dt: 23/10/20 |
| Received By: | Sign: |

MEHTA & MODI REALTY KOWKUR LLP

Time- 17:30

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 4233 Date 2/11 Sign

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

TAX INVOICE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| Customer Details | | |
|---|---|---|
| Mehta & Modi Realty Kowkur LLP | Invoice No. | 13829 |
| Sy No. 196, Kowkur, Hyderabad | Invoice Date. | 23-10-2020 |
| | PO No. | 71514 |
| | PO Date. | 22-10-2020 |
| | Req ID | 60842 |
| | Req Date | 19-10-2020 |
| GSTIN : 36ABLFM7631F1A3 | Loc Req No | 140294 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 4 | 20.00 | 80.00 | 18 | 14.40 |
| 2 | 4046 - Consumables - Phinyle - 1Ltr - nos | 2907 | 2 | 50.00 | 100.00 | 18 | 18.00 |
| 3 | 4059 - Consumables - Surf Detergent Powder - NA - | 3402 | 2 | 25.00 | 50.00 | 18 | 9.00 |
| 4 | 4008 - Consumables - Cleaning Cloth - other - nos | 6307 | 12 | 16.00 | 192.00 | 5 | 9.60 |
| 5 | 4040 - Consumables - Mopping Cloth - NA - nos | 6307 | 12 | 16.00 | 192.00 | 5 | 9.60 |
| 6 | | | | | | | |
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**INWARD**

| | |
|---|---|
| Inward No: 10576 | Dt: 23/10/20 |
| MRN No: 94357 | Dt: 23/10/20 |
| Received By: | Sign: |

MEHTA & MODI REALTY KOWKUR LLP

Time-17:30

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 614.00 | 60.60 |
| | 30.30 | 30.30 | Total Invoice Amount | 674.60 | |

Rupees : Six Hundred Seventy Four and Paise Sixty Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction