

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		21/9/20.		Prepared by:		SOWMYA	
PO/WO no.		70434.		PO / WO Date.		15/9/20	
Supplier Name		SSLP.		PO/WO amount		5,546	
Firm/Company		Dr. Tejal Modi		Project		Sapphire Apartments	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	13275	17/9/20.		5,546			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						5,546	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11221	17/9/20	84927	☒ 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:						5,546	
Amount E – PO / WO value:						5,546	
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>Sowmya</i>	<i>Dr. Tejal Modi</i>	<i>Minish Parikh</i>				
Date	21/9/20	27/11	09 NOV 2020				

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 : 17-09-2020

Customer Details				Invoice No.		13275		
Dr.Tejal Modi Sapphire Apartments, Flat 105, Chikoti Garden, Hyderabad GSTIN : 36				Invoice Date.		17-09-2020		
				PO No.		70434		
				PO Date.		15-09-2020		
				Req ID		59895		
				Req Date		15-09-2020		
				Loc Req No		16490		
	Description of Goods		HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2169 - Carpentry - hardware - SS Mortise Lock -		8301	2	2350.00	4,700.00	18	846.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
IGST		CGST	SGST	Total Taxable Amount		4,700.00		846.00
		423.00	423.00	Total Invoice Amount		5,546.00		
Rupees : Five Thousand Five Hundred Fourty Six Only.								

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

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15-09-2020 4:11:08 PM



70434

14.09.20 5:37:49

From Company : **Dr.Tejal Modi**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details

Summit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No	70434	16490
Doc Date	15-09-2020	
Quote No	Nil	
Quote Date	15-09-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2169 - Carpentry - hardware - SS Mortise Lock - other - nos	2.00	2,350.00	0.00	18.00	5,546.00
Total Order Value . . .					5,546.00

Rupees : Five Thousand Five Hundred Fourty Six Only.

Terms and Conditions :-

Specification / Brand Panel door with honey coamb filling and frame, with masonite skin both sides Rs 126+18% GST, Hardware brand is Dorset

Payment Terms After delivery and production of bill

Tax Included in the above prices

Delivery Date With in a day

Delivery Location Sapphire Apartments
Flat No. 105, Chikoti Gardens, Begumpet, Hyderabad. Road next to Nalli Silks
Phone. Contact: Security -2776-0476

Penalty For Delay Nil

Transportation Cost Nil

Warranty One year on doors, 5 years on mortise lock, one year on other hardware items.

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.above order is for flat .no.205 purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Dr.Tejal Modi**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : _/_/_

Name :

Requisition Form

Company Name:		TEJAL MODI		Date:		14.09.2020	
Site & Phase :		SAPPHIRE APARTMENTS		Time:		12.44 AM	
Supplier				Req. No.		16490	
Material required before date:		Urgent		ID No.		59895	
No	Description	Size	Quantity	Units	Inward No	Date	
1	MAINDOOR LOCKS	-	02	NOS			
2							
3							
4							
5							
7							
8							
9							
10							
Remarks : FOR FLATS IN							
Prepared By		T.ABHINAY		Approved by			
Sign.& Date		14-09-2020		Sign. & Date			

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