

PURCHASE DIVISION
Advice for approval for credit to supplier

Missing Bill -

Date: 29/10/2020		Prepared by: NEHA	
PO/WO no. 66945		PO / WO Date. 25/04/2020	
Supplier Name SLLP		PO/WO amount 35,001/-	
Firm/Company MPPL		Project Head office	
Sl. No.	Bill No.	Bill Date	Bill amount
1	11076	27/04/2020	35,001/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			35,001/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			☐ 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:			35,001/-
Amount E - PO / WO value:			35,001/-
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. ___/- ☒ No	
Payment - due date		02/11/2020	
Remarks: Laptop given to Jai Kumar			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	29/10/2020		

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. 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

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28-10-2020 17:11:05

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

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	66945	16149 ✓ H.O
Doc Date	25-04-2020	
Quote No	nil	
Quote Date	16-04-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5003 - Equipment - consumable durable - Laptop - NA - nos Dell	1.00	29,662.00	0.00	18.00	35,001.16
Total Order Value . . .					35,001.16

Rupees : Thirty Five Thousand One and Paise Sixteen Only.

Terms and Conditions :-**Specification / Brand** Items shall be Dell inspiron laptop 3584, Intel i3 7th, 4GB RAM, 1 TB HDD, 15.6" , Windows 10**Payment Terms** After Delivery & Production of bill**Tax** Included in the above prices**Delivery Date** Tomorrow

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation Cost** Nil**Warranty** One year**Advance Paid** Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, damages if any in suppliers account at the time of delivery and instalation, above order is for Jaikumar purpose.

Completion Date Nil**Measurment** Nil**Security** Nil**Remarks** NilFor **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Content

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Summit Sales LLP

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

Email: purchase@modiproperties.com

DC NO - 6222

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 28-10-2020

Customer Details				Invoice No.	11076		
Modi Properties Private Limited, Sy No. 82/1, Mallapur, Nacharam, Hyderabad GSTIN : 36AABCM4761E1ZM				Invoice Date.	27-04-2020		
				PO No.	66945		
				PO Date.	25-04-2020		
				Req ID	56607		
				Req Date	25-04-2020		
				Loc Req No	16149		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	5003 - Equipment - consumable durable - Laptop - Dell	84713010	1	29662.00	29,662.00	18	5,339.16
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
				2,669.58		2,669.58	
Total Taxable Amount				29,662.00		5,339.16	
Total Invoice Amount				35,001.16			
Rupees : Thirty Five Thousand One and Paise Sixteen Only.							

for Summit Sales LLP



Authorised signatory

Subject to Hyderabad Jurisdiction

[illegible]