PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/11/20	Prepared by:	D.SOWMYA
PO/WO no.	71809	PO / WO Date.	3/11/20
Supplier Name	Ssllp.	PO/WO amount	1,543
Firm/Company	Modi properties pvt ltd.	Project	Head office.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14014	8/11/20.	1,543
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,543

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11899	3/11/20	85058	☑ 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:	1,543
Amount E – PO / WO value:	1,543
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]	[signature] APPROVED 10 NOV 2020				
Date	5/11/20	10/11/20	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/-

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.	14014
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	03-11-2020
	PO No.	71809
	PO Date.	03-11-2020
	Req ID	61207
GSTIN : 36AABCM4761E1ZM	Req Date	02-11-2020
	Loc Req No	16634

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2285 - Carpentry - hardware - SS Hinges - Others -	8302	6	218.00	1,308.00	18	235.44
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,308.00		235.44
	117.72	117.72	Total Invoice Amount	1,543.44		

Rupees : One Thousand Five Hundred Fourty Three and Paise Fourty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
No. 70849 70849
Date 5/11
Sign. [illegible]

Purchase Order

 03-11-2020 1:58:50 PM

71809
30.10.20 4:44:38

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**	71809	16634
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	03-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-11-2020	
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	2285 - Carpentry - hardware - SS Hinges - Others - nos	6.00	218.00	0.00	18.00	1,543.44
					Total Order Value . . .	**1,543.44**

Rupees : One Thousand Five Hundred Fourty Three and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a 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	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 HO purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

Authorised Signatory

06/11/2020

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	02-11-2020
Site & Phase :	HEAD OFFICE	Time:	11:30AM
Supplier		Req. No.	16634
Material required before date:	Urgent	ID No.	61207

No	Descriptioiln	Size	Quantity	Unibts	Inward No	Date
1	hinges	Std	6	NOS		
2	71809					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks :For 3RD FIOOR BATHROOM HEAD OFFICE

Prepared By	Meenakshi.N	Approved by	APPROVED -2 NOV 2020 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	02- 11-2020	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.	11899
Modi Properties Pvt. Ltd.	DC Date.	03-11-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71809
	PO Date.	03-11-2020
	Req ID	61207
GSTIN : 36AABCM4761E1ZM	Req Date	02-11-2020
	Loc Req No	16634

	Description of Goods	HSN/SAC	Qty
1	2285 - Carpentry - hardware - SS Hinges - Others - nos	8302	6
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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28			
29			
30			

INWARD
Inward No: 627 Dt: 03/11/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. SEC'BAD
INWARD
No. 40532
Date 5/11/20

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Pvt. Ltd.	Invoice No.	14014
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	03-11-2020
	PO No.	71809
	PO Date.	03-11-2020
	Req ID	61207
	Req Date	02-11-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16634

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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2							
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14							
15							

IGST	CGST	SGST			
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