PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	72140.	PO / WO Date.	13/11/20.
Supplier Name	SSllp.	PO/WO amount	997
Firm/Company	Modi properties pvt ltd	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14250	17/11/20.	997
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			997

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12092	17/11/20	85587	☑ 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:				997
Amount E – PO / WO value:				997
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	21.11.2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	18/11/20. 24/11						

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

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.	14250
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	17-11-2020
	PO No.	72140
	PO Date.	13-11-2020
	Req ID	61537
GSTIN : 36AABCM4761E1ZM	Req Date	13-11-2020
	Loc Req No	16664

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	12	8.30	99.60	18	17.92
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	12	8.30	99.60	0	0.00
3	6601 - Paints - Wall Care Putti - 20kgs - bags	3214	1	661.50	661.50	18	119.08
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	68.50	68.50	Total Taxable Amount	860.70	137.00
			Total Invoice Amount	997.70	

Rupees : Nine Hundred Ninty Seven and Paise Seventy Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7135
Date 20/11
Sign.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-11-2020 3:11:07 PM

72140
06.11.20 4:56:38

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad **GSTIN** 36ACQFS2044C1Z7 040-66335551 9618244433	**Doc No**	72140	16664
	Doc Date	13-11-2020	
	Quote No	Nil	
	Quote Date	13-11-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4057 - Consumables - Sponges - NA - nos	12.00	8.30	0.00	18.00	117.53
2	4080 - Consumables - Bombay Brooms - Other - Nos	12.00	8.30	0.00	0.00	99.60
3	6601 - Paints - Wall Care Putti - 20kgs - bags	1.00	661.50	0.00	18.00	780.57
					Total Order Value . . .	**997.70**

Rupees : Nine Hundred Ninty Seven and Paise Seventy Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "Prince' / 'Sudhakar' brand.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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	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 2nd loor toilet work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	13-11-2020
Site & Phase :	HEAD OFFICE	Time:	12:30PM
Supplier		Req. No.	16664
Material required before date:	Urgent	ID No.	61537

No	Descriptioiln	Size	Quantity	Unibts	Inward No	Date
1	Sponges	STD	12	NOS		
2	Bambay brooms(small)	STD	12	NOS		
3	Brick wall putty	20kgs	01	NOS		
4						
5						
6						
7						
8						
9						
10						

7214

APPROVED
16 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks :Towards edges finishing in 2nd floor toilet work purpose.

Prepared By	Meenakshi.N	Approved by	
Date	13-11-2020	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		
Modi Properties Pvt. Ltd.	DC No.	12092
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	DC Date.	17-11-2020
	PO No.	72140
	PO Date.	13-11-2020
	Req ID	61537
GSTIN : 36AABCM4761E1ZM	Req Date	13-11-2020
	Loc Req No	16664

	Description of Goods	HSN/SAC	Qty
1	4057 - Consumables - Sponges - NA - nos	3921	12
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	12
3	6601 - Paints - Wall Care Putti - 20kgs - bags	3214	1
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INWARD
Inward No: 478 Dt: 17/11/20
MRN No: 85581 Dt:
Received By: Laxman Sign:
MODI PROPERTIES

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 14308
Date 20/11/20
Sign.

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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.	14250
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	17-11-2020
	PO No.	72140
	PO Date.	13-11-2020
	Req ID	61537
GSTIN : 36AABCM4761E1ZM	Req Date	13-11-2020
	Loc Req No	16664

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	12	8.30	99.60	18	17.92
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3	6601 - Paints - Wall Care Putti - 20kgs - bags	3214	1	661.50	661.50	18	119.08
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13							
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15							

IGST	CGST	SGST			
			Total Taxable Amount	860.70	137.00
	68.50	68.50	Total Invoice Amount	997.70	

Rupees : Nine Hundred Ninty Seven and Paise Seventy Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction