PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71800.	PO / WO Date.	3/11/20.
Supplier Name	SS/Up.	PO/WO amount	1,187
Firm/Company	Mehta & Modi realty projects llp	Project	G417.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14251	17/11/20	542
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			542

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12093	17/11/20	85315	☑ 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:	542
Amount E – PO / WO value:	1,187.
Amount F – Difference (A – E): GST-18%	645
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]	[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

ORIGINAL INVOICE

#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	Invoice No.	14251
Sy No. 196, Kowkur, Hyderabad	Invoice Date.	17-11-2020
	PO No.	71800
	PO Date.	03-11-2020
	Req ID	61191
GSTIN : 36ABLFM7631F1A3	Req Date	02-11-2020
	Loc Req No	140296

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7544 - Stationery - other - Marker - NA - nos Blk	9608	20	16.00	320.00	12	38.40
2	7565 - Stationery - other - Pencil Carbon Paper - NA -	4809	1	156.00	156.00	18	28.08
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IGST	CGST	SGST	Total Taxable Amount	476.00	66.48
	33.24	33.24	Total Invoice Amount	542.48	

Rupees : Five Hundred Fourty Two and Paise Fourty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 71359 Date 20/11 Sign

Authorised signatory

Purchase Order

 03-11-2020 14:17:06

71800

30.10.20 4:42:54

Copy

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	71800	140296
	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	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	12.00	78.40
2	7514 - Stationery - other - Cello Tape - other - nos *2 inch-Brown tape*	12.00	40.00	0.00	18.00	566.40
3	7544 - Stationery - other - Marker - NA - nos *Blk*	20.00	16.00	0.00	12.00	358.40
4	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	1.00	156.00	0.00	18.00	184.08

Rupees : One Thousand One Hundred Eighty Seven and Paise Twenty Eight Only. **Total Order Value . . .** **1,187.28**

Terms and Conditions :-

Specification / Brand	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 Sy no: 196, Kowkur. 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 site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Part bill received
Bill no: 14251
Bill date: 17/11/20
Bill amt: 542/-
Bal amt receivable: 645/-
Neha
24/11/20

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : ____________

Contact

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

Name : ____________

Date : __/__/__

Requisition Form

any Name:	MEHTA AND MODI REALTY KOWKUR LLP	Date:	02-11-2020
& Phase:	GHT	Time:	12:50
pplier:		Req. No.	140296
aterial required before :	**06-10-2020**	ID No.	61191

No	Description	Size	Quantity	Units	Inward No	Date
1	Brown Tapes[self adhesive tapes]	Big	12	No.s		
2	Carbon papers	Std	06	No.s		
3	Black markers	Big	20	No.s		
4	Blue pens	Std	20	No.s		

P.O. 41800

APPROVED
- 2 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Remarks:For office use purpose

Prepared By	N.Shravya	Approved by	A.Suresh
Sign.& Date	02-10-2020	Sign. & Date	02-10-2020

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.	12093
Sy No. 196, Kowkur, Hyderabad	DC Date.	17-11-2020
	PO No.	71800
	PO Date.	03-11-2020
	Req ID	61191
GSTIN : 36ABLFM7631F1A3	Req Date	02-11-2020
	Loc Req No	140296

	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	20
2	7565 - Stationery - other - Pencil Carbon Paper - NA - boxes	4809	1
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INWARD
Inward No: 10594 Dt: 17/11/20
MRN No: Dt:
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

Time-16:46

MODI PROPERTIES PVT. SEC'BAD
INWARD
No. 43022
Date 20/11/20
Sign. Noly

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

TRANSIT COPY

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
Sy No. 196, Kowkur, Hyderabad

GSTIN : 36ABLFM7631F1A3

Invoice No.	14251
Invoice Date.	17-11-2020
PO No.	71800
PO Date.	03-11-2020
Req ID	61191
Req Date	02-11-2020
Loc Req No	140296

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INWARD

Inward No: 10594	Dt: 17/11/20
MRN No:	Dt:
Received By:	Sign:

MEHTA & MODI REALTY KOWKUR LLP

Time - 16:46

IGST	CGST	SGST	Total Taxable Amount	476.00	66.48
	33.24	33.24	Total Invoice Amount	542.48	

Rupees : Five Hundred Fourty Two and Paise Fourty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction