PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	11/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71646.	PO / WO Date.	28/10/20
Supplier Name	SSllp.	PO/WO amount	560.
Firm/Company	Modi properties pvt ltd	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14130.	7/11/20.	481.60
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			481

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11996.	7/11/20	85295	☑ 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:	481
Amount E – PO / WO value:	560.
Amount F – Difference (A – E): GST-18%	79/–

Quantity received as per PO /WO	☐ Yes ☐ Excess received ☑ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ ~~Yes ☐ No (explained bel~~ow)
Excess / short material received	☐ ~~Approved – within acceptable l~~imits ☐ 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	**14.11.2020**
Remarks:	

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

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

1 of 1 : 07-11-2020

Customer Details

Modi Properties Pvt. Ltd.
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD

GSTIN : 36AABCM4761E1ZM

Invoice No.	14130
Invoice Date.	07-11-2020
PO No.	71646
PO Date.	28-10-2020
Req ID	61007
Req Date	22-10-2020
Loc Req No	16621

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	80	3.50	280.00	12	33.60
	Blue-50, Black-50						
2	7665 - Stationery - printing - Envelops - other - nos		30	5.00	150.00	12	18.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	430.00	51.60
	25.80	25.80	Total Invoice Amount	481.60	

Rupees : Four Hundred Eighty One and Paise Sixty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 7137
Date 12-11-

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 17-11-2020 17:48:46

Original / Office Copy / Purchase Div.Copy

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**	71646	16621
	Doc Date	28-10-2020	
	Quote No	Nil	
	Quote Date	28-10-2020	
	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-50, Black-50*	100.00	3.50	0.00	12.00	392.00
2	7665 - Stationery - printing - Envelops - other - nos	30.00	5.00	0.00	12.00	168.00
	Total Order Value . . .					**560.00**

Rupees : Five Hundred Sixty Only.

Part bill received
Bill no: 14130
Bill date: 7/11/20
Bill amt: 481.6/—
Bal amt receivable: 78.4/—

<u>Terms and Conditions :-</u>

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 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 site use purpose.

Completion Date NA

Measurment NA

Security Nil

Remarks

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : ____________________

Contact

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

Name : ____________________

Date : __/__/____

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.	11996
HEAD OFFICE,5-4-187/3&4 M.G ROAD SEC'BAD	DC Date.	07-11-2020
	PO No.	71646
	PO Date.	28-10-2020
	Req ID	61007
GSTIN : 36AABCM4761E1ZM	Req Date	22-10-2020
	Loc Req No	16621

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	80
2	7665 - Stationery - printing - Envelops - other - nos		30
3			
4			
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7			
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30			

INWARD
Inward No: 65 Dt: 07/11/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 42627
Date 7/11/20
Sign.

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

Modi Properties Pvt. Ltd.

HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD

GSTIN : 36AABCM4761E1ZM

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Invoice Date.	07-11-2020
PO No.	71646
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Req ID	61007
Req Date	22-10-2020
Loc Req No	16621

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IGST	CGST	SGST			
			Total Taxable Amount	430.00	51.60
	25.80	25.80	Total Invoice Amount	481.60	

Rupees : Four Hundred Eighty One and Paise Sixty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Company Name	Modi Properties pvt ltd				
Site & Phase	Head Office			Requisition No.	16621
Date	25-10-20	Time	10:30 AM	ID No.	
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Pen	STD	100	NOS
2.	Envelops	STD	30	NOS
3.				
4.				
5.				
6.				
7.				
8.				
9.				

APPROVED
24 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Remarks:

		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	25-10-20	Sign. & Date:	