PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	72330.	PO / WO Date.	30/11/20
Supplier Name	Slp.	PO/WO amount	3,138.
Firm/Company	Modi properties pvt ltd.	Project	H O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14414	25/11/20.	3,138
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,138

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12244	26/11/20	85935.	☑ 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:	3,138
Amount E – PO / WO value:	3,138
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	**5.12.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 03 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	30/11/20	3/12					

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

ORIGINAL INVOICE

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	Invoice No. 14414
	Invoice Date. 25-11-2020
	PO No. 72330
	PO Date. 20-11-2020
	Req ID 61695
	Req Date 19-11-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No 16683

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2360 - Carpentry - doors - Panel Doors - Others - Nos 26"x80"	4418	1	2660.00	2,660.00	18	478.80
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,660.00	478.80
	239.40	239.40	Total Invoice Amount	3,138.80	

Rupees : Three Thousand One Hundred Thirty Eight and Paise Eighty Only.

MODI PROPERTIES PVT. LTD. INWARD No. 17121 Date 01/12 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 20-Nov-20 1:43:23 PM

Origir 72330
16.11.20 11:23:59

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	**Doc No**	72330	16683
	Doc Date	20-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	20-11-2020	
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	2360 - Carpentry - doors - Panel Doors - Others - Nos *26"x80"*	1.00	2,660.00	0.00	18.00	3,138.80
	Total Order Value . . .					**3,138.80**

Rupees : Three Thousand One Hundred Thirty Eight and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	Panel door with mango wood frame sft is Rs. 126+18% GST, Hardware material is Dorset
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 servent door replacement at plot no-280 , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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:	19-11-2020
Site & Phase :	Head Office	Time:	16:30PM
Supplier		Req. No.	16683
Material required before date:	Urgent	ID No.	61695

No	Discription	Size	Quantity	Unibts	Inward No	Date
1	Panel Door	26"x80"	01	NOS		
2	Flush Door	26"x76"	02	NOS		
3						
4						
5						
6						
7						
8						
9						
10						

72331

Remarks :Towards replace doors for servant and security rooms at plot 280.

Prepared By	Meenakshi.N	Approved by	
Date	19-11-2020	Sign. & Date	

APPROVED
19 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.	12244
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	DC Date.	25-11-2020
	PO No.	72330
	PO Date.	20-11-2020
	Req ID	61695
GSTIN : 36AABCM4761E1ZM	Req Date	19-11-2020
	Loc Req No	16683

	Description of Goods	HSN/SAC	Qty
1	2360 - Carpentry - doors - Panel Doors - Others - Nos	4418	1
2			
3			
4			
5			
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29			
30			

INWARD

Inward No: 508 Dt: 25/11/20

MRN No: 85935 Dt:

Received By: Jamerson Sign:

MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD

INWARD No. 43268 Date 27/11 Sign Neha

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

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Pvt. Ltd.	Invoice No.	14414
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	25-11-2020
	PO No.	72330
	PO Date.	20-11-2020
	Req ID	61695
GSTIN : 36AABCM4761E1ZM	Req Date	19-11-2020
	Loc Req No	16683

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	2360 - Carpentry - doors - Panel Doors - Others - Nos	4418	1	2660.00	2,660.00	18	478.80
	26"x80"						
2							
3							
4							
5							
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14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,660.00		478.80
	239.40	239.40	Total Invoice Amount	3,138.80		

Rupees : Three Thousand One Hundred Thirty Eight and Paise Eighty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory