PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71800.	PO / WO Date.	3/11/20
Supplier Name	- SSllp.	PO/WO amount	1,187
Firm/Company	Mehta & Modi realty	Project koukur llp.	G+4.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14399	25/11/20.	644
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			644

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12233.	25/11/20	85699	☑ 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:				644.
Amount E – PO / WO value:				1,187
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 acc~~eptable 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	**29.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	27/11/20	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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	14399
Sy No. 196, Kowkur, Hyderabad	Invoice Date.	25-11-2020
	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	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Blue						
2	7514 - Stationery - other - Cello Tape - other - nos		12	40.00	480.00	18	86.40
	2 inch-Brown tape						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	550.00		94.80
	47.40	47.40	Total Invoice Amount	644.80		

Rupees : Six Hundred Fourty Four and Paise Eighty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No. 71666 Date 28/11 Sign. [illegible] SEC'BAD

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	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	03-11-2020	
	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*	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
	Total Order Value . . .					**1,187.28**

Rupees : One Thousand One Hundred Eighty Seven and Paise Twenty Eight Only.

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 : ______

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

Name : ______

Date : __/__/____

Contact

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		
Mehta & Modi Realty Kowkur LLP	Invoice No.	14399
Sy No. 196, Kowkur, Hyderabad	Invoice Date.	25-11-2020
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	2 inch-Brown tape						
3							
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INWARD
Inward No: 10614 Dt: 25/11/20
MRN No: 85699 Dt: 26/11/2020
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
Time - 14:17

IGST	CGST	SGST	Total Taxable Amount	550.00	94.80
	47.40	47.40	Total Invoice Amount	644.80	

Rupees : Six Hundred Fourty Four and Paise Eighty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory