PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 30/11/20. | Prepared by: | D.SOWMYA |
| PO/WO no. | 72176. | PO / WO Date. | 16/11/20 |
| Supplier Name | S S llp. | PO/WO amount | 7,764. |
| Firm/Company | Modi properties pvt ltd. | Project | H.O |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 19413. | 25/11/20. | 7,764 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 7,764 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 12243. | 25/11/20 | 8547 | ☑ 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: | 7,764 |
| Amount E – PO / WO value: | 7,764 |
| 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 | **5.12.2020** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | [signature] | | | | | | |
| Date | 30/11/20. | | | | | | |

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

# 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** ORIGINAL INVOICE : 25-11-2020

| **Customer Details** | | |
|---|---|---|
| Modi Properties Pvt. Ltd. | Invoice No. | 14413 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | Invoice Date. | 25-11-2020 |
| | PO No. | 72176 |
| | PO Date. | 16-11-2020 |
| | Req ID | 61534 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 13-11-2020 |
| | Loc Req No | 16661 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 2379 - Carpentry - wood - Sal wood - 2+2 - 7 ft X 2 ft | 4418 | 3 | 2193.25 | 6,579.75 | 18 | 1,184.36 |
| 2 | | | | | | | |
| 3 | | | | | | | |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 6,579.75 | 1,184.36 |
| | 592.18 | 592.18 | Total Invoice Amount | 7,764.11 | |

Rupees : Seven Thousand Seven Hundred Sixty Four and Paise Eleven Only.

**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD.
INWARD
No.
Date.
Sign.
SEC'BAD

*Authorised signatory*

# Purchase Order

 16-Nov-20 4:22:35 PM

Or 72176 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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad<br><br>**GSTIN** 36ACQFS2044C1Z7<br>040-66335551 9618244433 | **Doc No** | 72176 | 16661 |
| | **Doc Date** | 16-11-2020 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 16-11-2020 | |
| | **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2379 - Carpentry - wood - Sal wood - 2+2 - 7 ft X 2 ft 6 in - Nos | 3.00 | 2,193.25 | 0.00 | 18.00 | 7,764.11 |
| | | | | | **Total Order Value . . .** | **7,764.11** |

Rupees : Seven Thousand Seven Hundred Sixty Four and Paise Ten Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of Malaysian salwood. Rate per CFT is Rs.1,175/-.Sl.no. 1 section will be - 4 x 2 1/2. |
| **Payment Terms** | After delivery and production of bill |
| **Tax** | GST included in above price. |
| **Delivery Date** | Within 10 days. |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Extra as per actuals. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right items not confiming to qlty & specs.Making charges RS.28/- included in the above price. Above order for 3rd floor toilet work, purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Standerd sizes log will be calculated, rates may differ for PO and bill. |

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. | 16661 |
| Material required before date: | Urgent | ID No. | 61534 |

| No | Descriptioiln | Size | Quantity | Unibts | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Door frame with threshold | 7'0"x2'6" | 03 | NOS | | |
| 2 | | | | | | |
| 3 | 12176 | | | | | |
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Remarks :Towards 3rd floor toilet work purpose.

| | | | |
|---|---|---|---|
| Prepared By | Meenakshi.N | Approved by | APPROVED 13 NOV 2020 P. PRABHAKAR Sr. MANAGER PURCHASE |
| 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. | 12243 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | DC Date. | 25-11-2020 |
| | PO No. | 72176 |
| | PO Date. | 16-11-2020 |
| | Req ID | 61534 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 13-11-2020 |
| | Loc Req No | 16661 |

| | Description of Goods | HSN/SAC | Qty |
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INWARD
Inward No: 509 Dt: 28/11/20
MRN No: 8707 Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 43269
Date. 27/11
Sign. Neha

Subject to Hyderabad Jurisdiction

**for Summit Sales LLP**

*Authorised signatory*