PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	NEHA .C
PO/WO no.	71377	PO / WO Date.	22/08/20
Supplier Name	SSLLP	PO/WO amount	7,023.96/-
Firm/Company	MPPL	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	14728	10/12/20	7,023.96/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,023.96/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	2674	22/09/20		□ 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:	7,023.96/-
Amount E – PO / WO value:	7,023.96/-
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	19/12/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	PS					
Date	17/12/20	17/12					

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.	Invoice No.	14728
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	10-12-2020
	PO No.	71377
	PO Date.	22-08-2020
	Req ID	60038
	Req Date	19-09-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16500

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	50	3.50	175.00	12	21.00
	Blue						
2	7563 - Stationery - other - Pencil - NA - boxes	4421	5	42.00	210.00	12	25.20
3	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Red						
4	7509 - Stationery - other - Calculator - NA - nos		10	155.00	1,550.00	18	279.00
5	7573 - Stationery - other - Punch - other - nos		10	65.00	650.00	12	78.00
6	7538 - Stationery - other - L - File Folders - NA - nos		100	8.40	840.00	18	151.20
7	7512 - Stationery - other - CD Marker - NA - nos	9608	20	18.00	360.00	12	43.20
8	7583 - Stationery - other - Scale - NA - nos		5	10.00	50.00	18	9.00
9	7593 - Stationery - other - Stapler - other - nos	9608	15	37.00	555.00	18	99.90
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	20	6.00	120.00	18	21.60
11	7593 - Stationery - other - Stapler - other - nos	9608	3	199.00	597.00	18	107.46
	Big						
12	7594 - Stationery - other - Stapler pin - other - boxes	7415	20	15.00	300.00	18	54.00
	Big						
13	7530 - Stationery - other - Folder cover - NA - nos		100	5.50	550.00	18	99.00
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	6,027.00		996.96
	498.48	498.48	Total Invoice Amount	7,023.96		

Rupees : Seven Thousand Twenty Three and Paise Ninty Six Only.

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No: 7274 Date: 14/12 Sign: Neha

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL

Site: Head office Secunderabad

DC No.	: 2674
Date	: 22/9/20
Vehicle No.	: TS10UA 0142
P.O. / W.O. No.	Req- 16500
P.O. / W.O. Date :	

Sl. No.	PARTICULARS	Quantity
1	Blue Pen	50 Nos
2	Pencil Box	05 Box
3	Red Pen	20 Nos
4	Calculator	10 "
5	Punch Big	10 "
6	L. Folder File	100 "
7	CD Marker	20 "
8	Scale	05 "
9	Stapler	15 "
10	Stapler Pin	20 Box
11	Stapler Big	03 Nos
12	Stapler Pin Big	20 Box
13	Folder Cover	100 Nos
14		
15		
16		
17	Sending to HO for office use (NEW)	
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by Ch. Krishna

Stamp:

Date :

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 11-11-2020 10:23:22

71377
10.10.20 12:35:31

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	**Doc No**	71377	16500
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-08-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-09-2020	
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*	50.00	3.50	0.00	12.00	196.00
2	7563 - Stationery - other - Pencil - NA - boxes	5.00	42.00	0.00	12.00	235.20
3	7560 - Stationery - other - Pen - NA - nos *Red*	20.00	3.50	0.00	12.00	78.40
4	7509 - Stationery - other - Calculator - NA - nos	10.00	155.00	0.00	18.00	1,829.00
5	7573 - Stationery - other - Punch - other - nos	10.00	65.00	0.00	12.00	728.00
6	7538 - Stationery - other - L - File Folders - NA - nos	100.00	8.40	0.00	18.00	991.20
7	7512 - Stationery - other - CD Marker - NA - nos	20.00	18.00	0.00	12.00	403.20
8	7583 - Stationery - other - Scale - NA - nos	5.00	10.00	0.00	18.00	59.00
9	7593 - Stationery - other - Stapler - other - nos	15.00	37.00	0.00	18.00	654.90
10	7594 - Stationery - other - Stapler pin - other - boxes	20.00	6.00	0.00	18.00	141.60
11	7593 - Stationery - other - Stapler - other - nos *Big*	3.00	199.00	0.00	18.00	704.46
12	7594 - Stationery - other - Stapler pin - other - boxes *Big*	20.00	15.00	0.00	18.00	354.00
13	7530 - Stationery - other - Folder cover - NA - nos	100.00	5.50	0.00	18.00	649.00
					Total Order Value . . .	**7,023.96**

Rupees : Seven Thousand Twenty Three and Paise Ninty Six Only.

Terms and Conditions :-

Specification /	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

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

11/11/2020

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Contact : _

Company Name	Modi Properties Pvt.Ltd						
Site & Phase	Head Office					Requisition No.	16500
Date	22-09-2020	Time	11:30 AM				60038
Supplier							
Material required before				Time:			

Sl. No.	Description	SIZE	QTY	UNITS
1.	Blue pens	std	50	Nos
2	Pencil Box	std	05	Box
3	Red pen	std	20	Nos
4	Calculator	std	10	Nos
5	Punch (Big)	std	10	Nos
6	L Folder file	std	100	Nos
7	CD Marker	std	20	Nos
8	Scale P.O. 71377	std	05	Nos
9	Stapler	std	15	Nos
10	Stapler Pins	std	20	Box
11	Stapler Big	std	03	Nos
12	Stapler Pin Big	std	20	Box
13	Folder cover	std	100	Nos

Remarks:

		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	22-09-2020	Sign. & Date:	

APPROVED
11 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL	DC No. : 2674
	Date : 22/9/20
Site: Head office Secunderabad	Vehicle No. : TS10UA0143
	P.O. / W.O. No. Req- 16500
	P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Blue Pen	50 Nos
2	Pencil Box	05 Box
3	Red Pen	20 Nos
4	Calculator	10 "
5	Punch Big	10 "
6	L. folder File	100 "
7	CD Marker	20 "
8	Scale	05 "
9	Stapler	15 "
10	Stapler Pin	20 Box
11	Stapler Big	03 Nos
12	Stapler Pin Big	20 Box
13	Folder Cover	100 Nos
14		
15		
16		
17	Sending to HO for office use (NEW)	
18		
19		
20		

INWARD
Inward No: 493 Dt: 22/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 4142
Date 24/9
Sign.

GSTIN :

Received the above materials in good condition.

Received by : Ch. Krishna

Stamp:

Date :

For **SUMMIT SALES LLP**

Authorised Signatory