PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	NEHA .C
PO/WO no.	71374	PO / WO Date.	22/09/2020
Supplier Name	SSLLP	PO/WO amount	3,363/–
Firm/Company	MPPL	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	14725	10/12/2020	3,363/–
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,363/–

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	2676			□ 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:				3,363/–
Amount E – PO / WO value:				3,363/–
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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Pvt. Ltd.	Invoice No.	14725
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	10-12-2020
	PO No.	71374
	PO Date.	22-09-2020
	Req ID	60356
GSTIN : 36AABCM4761E1ZM	Req Date	30-09-2020
	Loc Req No	16527

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3511 - Computers and Peripherals - Key board - NA -	84716040	3	450.00	1,350.00	18	243.00
2	3516 - Computers and Peripherals - Mouse - NA - nos	84716060	5	300.00	1,500.00	18	270.00
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No: 7271
Date: 14/12
Sign: Neha

IGST	CGST	SGST	Total Taxable Amount	2,850.00		513.00
	256.50	256.50	Total Invoice Amount	3,363.00		

Rupees : Three Thousand Three Hundred Sixty Three Only.

for Summit Sales LLP

Authorised signatory

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	DC No. : 2676
	Date :
Site: Head office Secunderabad.	Vehicle No. TS10UA9758
	~~P.O. / W.O.~~ No. Req. 16527
	P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Key board NEW	03 Nos
2	Mouse NEW	05 "
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	Sending to H.O for office use	
16		
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : Salman

Stamp: Salman

Date : 6/10/2020.

For SUMMIT SALES LLP

Authorised Signatory

 10-11-2020 17:36:35

Purchase Order

71374
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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	71374	16527
	Doc Date	22-09-2020	
	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	3511 - Computers and Peripherals - Key board - NA - nos	3.00	450.00	0.00	18.00	1,593.00
2	3516 - Computers and Peripherals - Mouse - NA - nos	5.00	300.00	0.00	18.00	1,770.00
					Total Order Value . . .	**3,363.00**

Rupees : Three Thousand Three Hundred Sixty Three Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery of material and production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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.
[illegible]anty	1yr.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site office desktop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

11/11/2020

Name :

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : _/_/_

Company Name	Modi Properties Pvt.Ltd				
Site & Phase	Head Office			Requisition No.	16527
Date	06-10-2020	Time	11:00 AM		60356
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Key Board	std	03	Nos
2	Mouse	std	05	Nos

P.O. 71374

APPROVED
11 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:			
		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	06-10-2020	Sign. & Date:	

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 Secundrabad.

DC No. :	2676
Date :	
Vehicle No.	TS10UA9758
~~P.O. / W.O.~~ No.	Req - 16527
P.O. / W.O. Date :	

Sl. No.	PARTICULARS	Quantity
1	Key board NEW	03 Nos
2	Mouse	05 "
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	Sending to H.O for office use	
16		
17		
18		
19		
20		

INWARD
Inward No: 536 Dt: 06/10/20
MRN No: Dt:
Received By: Sign:
Samarao
MODI PROPERTIES

GSTIN :

Received the above materials in good condition.

Received by : Salman

Stamp Salman

Date : 6/10/2020.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 41851
Date 13/10
Sign.

For **SUMMIT SALES LLP**

Authorised Signatory