

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 SSlup		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.
1.	2676		
2.			
3.			
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
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha P.S.		
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

1 of 1 : 10-12-2020

Customer Details				Invoice No.	14725			
Modi Properties Pvt. Ltd.				Invoice Date.	10-12-2020			
HEAD OFFICE, 5-4-187/3&4, M.G. ROAD SEC'BAD				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								
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

Subject to Hyderabad Jurisdiction


 Authorised signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s MPPLDC No. : **2676**

Date :

Site: Head office Secunderabad.Vehicle No. TS10UA9758P.O. / W.O. No. Log. 16527

P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Key board	03 Nos
2	Mouse	05 Nos
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:

Date : 6/10/2020.Salman

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

Page(s) 1 Of 1

10-11-2020 17:36:35



71374

10.10.20 12:35:31

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No 71374 16527**Doc Date** 22-09-2020**Quote No** Nil**Quote Date** 22-09-2020**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

Penalty For Delay Nil**Transportation Cost** Transport cost shall be borne by us.**Warranty** 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**Measurement** Nil**Security** Nil**Remarks**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Contact

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

P.O. 71344



DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/PPL

DC No. : 2676

Date :

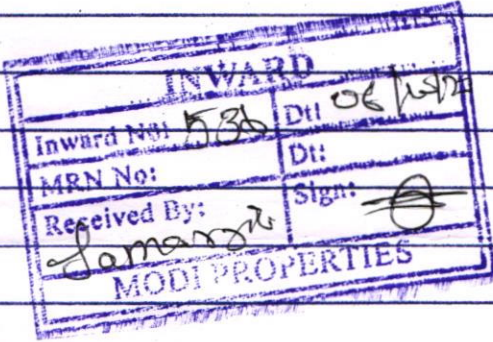
Vehicle No. TS10UA9758

P.O. / W.O. No. Reg- 16527

P.O. / W.O. Date :

Site: Head office Secunderabad.

Sl. No.	PARTICULARS	Quantity
1	Key board	03 Nos
2	Mouse	05 Nos
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15	Sending to H/o for office use	
16		
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19		
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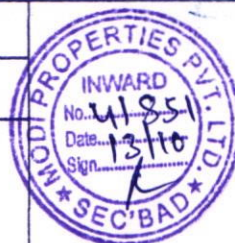
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Stamp

Date : 6/10/2020.



For SUMMIT SALES LLP

Authorised Signatory