PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72608	PO / WO Date.	01/12/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 9,637/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	14719	10/12/2020	Rs. 9,637/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 9,637/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	3085	03/12/2020	-	☑ Yes □ No
2.	-	-	-	□ Yes □ No
3.	-	-	-	□ Yes □ No
4.	-	-	-	□ Yes □ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 9,637/-
Amount E – PO / WO value:	Rs. 9,637/-
Amount F – Difference (A – E):	-
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:	[signature]	[signature]	APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Pvt. Ltd.	Invoice No.	14719
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	10-12-2020
	PO No.	72608
	PO Date.	01-12-2020
	Req ID	61945
GSTIN : 36AABCM4761E1ZM	Req Date	30-11-2020
	Loc Req No	16711

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	29.25	66.15	1,934.89	18	348.28
	3'3" x 2'0 - 03nos						
2	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	18	66.15	1,190.70	18	214.32
	2'0 x 3'0 - 03nos						
3	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	7.24	66.15	478.93	18	86.20
	4'10" x 1'6" - 01no						
4	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	16.98	66.15	1,123.23	18	202.18
	2'0 x 2'10" - 03nos						
5	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	8.48	66.15	560.95	18	100.96
	2'10" x 1'6" - 02nos						
6	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	5.17	66.15	342.00	18	61.56
	1'10" x 2'10" - 01no						
7	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	4.69	66.15	310.24	18	55.84
	1'8" x 2'10" - 01no						
8	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	7.52	66.15	497.45	18	89.54
	1'4" x 2'10" - 02nos						
9	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	14.32	66.15	947.27	18	170.52
	7'2" x 2'0 - 01no						
10	6188 - Miscellaneous - Hamali charges - NA - Per Sft		111.65	7.00	781.55	18	140.68
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	8,167.21		1,470.08
	735.04	735.04	Total Invoice Amount	9,637.31		

Rupees : Nine Thousand Six Hundred Thirty Seven and Paise Thirty One Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 72165 Date: 14/12 Sign: Neha

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 (Head office)

Site:

DC No. :	3085
Date	3/12/20
Vehicle No.	TS10UA0143
P.O. / W.O. No. :	72608
P.O. / W.O. Date :	1/12/20

Sl. No.	PARTICULARS	Quantity
1	Icel grey 20' x 24' = 03 (Nos)	29.25 Sft
2	—do— 24" x 36' = 03 (")	18.00 "
3	—do— 58" x 18' = 01 (")	7.24 "
4	—do— 24" x 36' = 03 (")	16.98 "
5	—do— 36" x 16' = 02 (")	8.49 "
6	—do— 22" x 34' = 01 (")	5.17 "
7	—do— 20" x 34" = 01 (")	4.69 "
8	—do— 18 x 34' = 02 (")	7.52 "
9	—do— 86 x 24' = 01 (")	14.32'
10	—do— 31 x 26' = 01 (")	
11		
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GSTIN :

Received the above materials in good condition.

Received by Shekar

Date : 3/12/20

Stamp:

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 01-12-2020 15:37:18

72608
25.11.20 1:28:07

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**	72608	16711
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	01-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-12-2020	
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	8507 - Stone - granite - Steel Grey - 19mm - sft *3'3" x 2'0 - 03nos*	29.25	66.15	0.00	18.00	2,283.17
2	8507 - Stone - granite - Steel Grey - 19mm - sft *2'0 x 3'0 - 03nos*	18.00	66.15	0.00	18.00	1,405.03
3	8507 - Stone - granite - Steel Grey - 19mm - sft *4'10" x 1'6" - 01no*	7.24	66.15	0.00	18.00	565.13
4	8507 - Stone - granite - Steel Grey - 19mm - sft *2'0 x 2'10" - 03nos*	16.98	66.15	0.00	18.00	1,325.41
5	8507 - Stone - granite - Steel Grey - 19mm - sft *2'10" x 1'6" - 02nos*	8.48	66.15	0.00	18.00	661.92
6	8507 - Stone - granite - Steel Grey - 19mm - sft *1'10" x 2'10" - 01no*	5.17	66.15	0.00	18.00	403.55
7	8507 - Stone - granite - Steel Grey - 19mm - sft *1'8" x 2'10" - 01no*	4.69	66.15	0.00	18.00	366.09
8	8507 - Stone - granite - Steel Grey - 19mm - sft *1'4" x 2'10" - 02nos*	7.52	66.15	0.00	18.00	586.99
9	8507 - Stone - granite - Steel Grey - 19mm - sft *7'2" x 2'0 - 01no*	14.32	66.15	0.00	18.00	1,117.78
10	6188 - Miscellaneous - Hamali charges - NA - Per Sft	111.65	7.00	0.00	18.00	922.23
					Total Order Value . . .	**9,637.29**

Rupees : Nine Thousand Six Hundred Thirty Seven and Paise Twenty Nine Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
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	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

01/12/2020

Name : ____

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____

Date : __/__/____

Purchase Order

 01-12-2020 15:37:18 Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for HO 2nd floor NW Wing pantry granite work purpose.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Skirting Rs. 12/- per rft for labour only.

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

01/12/2020

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	30-11-2020
Site & Phase :	Head Office	Time:	13:30PM
Supplier		Req. No.	16711
Material required before date:	Urgent	ID No.	61945

No	Discription	Size	Quantity	Unibts	Inward No	Date
1	Steel grey Granite	3'3"x2'0"	03	29.25		
2	Steel grey Granite	2'0"x3'0"	03	18		
3	Steel grey Granite	4'10"x1'6"	01	7.24		
4	Steel grey Granite	2'0"x2'10"	03	16.98		
5	Steel grey Granite	2'10"x1'6"	02	8.48		
6	Steel grey Granite	1'10"x2'10"	01	5.17		
7	Steel grey Granite 72608	1'8"x2'10"	01	4.69		
[illegible]	Steel grey Granite	1'4"x2'10"	02	7.52		
9	Steel grey Granite	7'2"x2'0"	01	14.32		
10						

APPROVED
30 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks :Towards 2nd floor NW wing pantry Granite work purpose.

Prepared By	Meenakshi.N	Approved by	
Date	30-11-2020	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, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s (Head office)

Site:

DC No.	: 3085
Date	: 3/12/20
Vehicle No.	: TS10UA0143
P.O. / W.O. No.	: 72608
P.O. / W.O. Date	: 1/12/20

Sl. No.	PARTICULARS	Quantity
1	Steel grey 39' x 24' = 003 (Nos)	29.25 Sft
2	— do — 24' x 36' = 03 (")	18.00 "
3	— do — 58' x 18' = 01 (")	7.24 "
4	— do — 24' x 36' = 03 (")	16.98 "
5	— do — 36' x 16' = 02 (")	8.49 "
6	— do — 22' x 34' = 01 (")	5.17 "
7	— do — 20' x 34' = 01 (")	4.69 "
8	— do — 18' x 34' = 02 (")	7.52 "
9	— do — 86' x 24' = 01 (")	14.32 "
10	— do — 31' x 26' = 01 (")	
11		
12	INWARD	
13	Inward No: 544 Dt: 03/12/20	
14	MRN No: Dt:	
15	Received By: Samra Sign:	
16	MODI PROPERTIES	
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : Shankar
Date : 3/12/20

Stamp:

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 43575 Date 7/12

For SUMMIT SALES LLP

Authorised Signatory

OUTWARD - GATE PASS

No.: 2470

Date:	3/12/20	Time:	
Company:	Summit Sales LLP		
Project/site:	Summit Harmony LLP		
Destination:	Head office (Fabrication)		
Outward No.:	Vehicle type	Vehicle No	Vehicle driver
829	By Auto	AS10 UA 0143	Chekappa

	Material Description	Quantity	Units	Approx. rate	Amount
1.	Steel grey 39"x24"	03	Nos		
2.	— do — 24"x36"	03	"		
3.	— do — 58"x18"	01	"		
4.	— do — 24x36	03	"		
5.	— do — 36"x16"	02	"		
6.	— do — 22"x34"	01	"		
7.	— do — 20x34"	01	"		
8.	— do — 18x34"	02	"		
9.	— do — 86"x24"	01	"		
10.	— do — 31"x26"	01	"		
	Total				

Charges/refund	Purpose for transfer	Other details (to be filled by Admin – audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.________ & date _______.
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier – date _____ & Amount Rs. ______________/-
☐Transfer to other site/project	☐On loan to be returned	Return of material - inward no. ___________ & date ______
☑Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______________, Amount ________________ date ____________
☑Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☑No charge	☐for repairs & service	☐Material received by inward no. _________ & date________ ____________.
☐ Other:	Details:	Details:

Remarks: for Site use purpose DC No-3085, P.O-72608.

Gate pass approved by:	Project manager	Admin in-charge	Security	
Sign:	[signature]	[signature]	[signature]	
Received by other site on:	Inward No.	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	M D
Sign:				

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material to recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. 6. Project manager / Sr. Engg and Admin in-charge from the issuing site must sign the gate pass. 7. Admin-audit to process gate pass, fill required details, make GST bills, etc and send to MD for approval once in a fortnight.