PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28-12-20	Prepared by:	PRABHAKAR.P
PO/WO no.	72998	PO / WO Date.	15-12-20
Supplier Name	SUMMIT SALES LLP	PO/WO amount	690-30
Firm/Company	G.V. Discovery Center Pvt Ltd	Project	119,191 synergy
Sl. No.	Bill No.	Bill Date	Bill amount
1	14945	21-12-20	690-30
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			690-30

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12720	21-12-20	86630	☑ 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:	690-30
Amount E – PO / WO value:	690-30
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	**04-01-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		28/12					

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		
GV Discovery Center Pvt Ltd	Invoice No.	14945
sy 119,191 synergy square 1	Invoice Date.	21-12-2020
	PO No.	72998
	PO Date.	15-12-2020
	Req ID	62321
	Req Date	15-12-2020
GSTIN : 36AAHCG4940K1ZC	Loc Req No	13122

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7578 - Stationery - other - Ring Binder - other - nos		1	195.00	195.00	18	35.10
	For Circular-Blue						
2	7578 - Stationery - other - Ring Binder - other - nos		1	195.00	195.00	18	35.10
	For Circular-Red						
3	7578 - Stationery - other - Ring Binder - other - nos		1	195.00	195.00	18	35.10
	For Circular-Black						
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 72132 Date 23/12 Sign.

IGST	CGST	SGST				
			Total Taxable Amount	585.00		105.30
	52.65	52.65	Total Invoice Amount	690.30		

Rupees : Six Hundred Ninty and Paise Thirty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

72998
05.12.20 12:14:15

Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-5000.
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	72998	13122
	Doc Date	15-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	15-12-2020	
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	7578 - Stationery - other - Ring Binder - other - nos *For Circular-Blue*	1.00	195.00	0.00	18.00	230.10
2	7578 - Stationery - other - Ring Binder - other - nos *For Circular-Red*	1.00	195.00	0.00	18.00	230.10
3	7578 - Stationery - other - Ring Binder - other - nos *For Circular-Black*	1.00	195.00	0.00	18.00	230.10
				Total Order Value . . .		**690.30**

Rupees : Six Hundred Ninty and Paise Thirty 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	119, 191 Synergy Square 1 . Phone. .
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***G V Discovery Center Pvt Ltd***

Authorised Signatory

Name : 15/12/2020

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Co[illegible] Name:	GVDC	Date:	15.12.20
Site & Phase :	SYNERGY 119,191	Time:	11.30 Hrs
		Req. No.	13122
Material required before date:	19.12.20	ID No.	62321

No	Description	Size	Quantity	Units	Inward No	Date
1	CIRCULAR FILE (BLUE)	STD	01	No's		
2	CIRCULAR FILE (RED)	STD	01	No's		
3	CIRCULAR FILE (BLACK)	STD	01	No's		
4						
5						
6						
7						
8						
9						
10						

R.O. 72998.

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: FOR OFFICE PURPOSE.

Prepared By:	Vineetha Reddy	Approved by	V.Ravi
Sign.& Date	15.12.2020	Sign. & Date	15.12.2020

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	DC No.	12720
GV Discovery Center Pvt Ltd	DC Date.	21-12-2020
sy 119,191 synergy square 1	PO No.	72998
	PO Date.	15-12-2020
	Req ID	62321
	Req Date	15-12-2020
GSTIN : 36AAHCG4940K1ZC	Loc Req No	13122

	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		1
2	7578 - Stationery - other - Ring Binder - other - nos		1
3	7578 - Stationery - other - Ring Binder - other - nos		1
4			
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13	22/12		
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15			
16			
17			
18			
19			
20	INWARD		
21			
22	312 22-12-20		
23	86630 3/12		
24			
25			
26			
27			
28			
29			
30			

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 44096
Date: 26/12
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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 : 21-12-2020

Customer Details		
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sy 119,191 synergy square 1	Invoice Date.	21-12-2020
	PO No.	72998
	PO Date.	15-12-2020
	Req ID	62321
GSTIN : 36AAHCG4940K1ZC	Req Date	15-12-2020
	Loc Req No	13122

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4							
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14							
15							

IGST	CGST	SGST	Total Taxable Amount	585.00		105.30
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Rupees : Six Hundred Ninty and Paise Thirty Only.

for Summit Sales LLP

Authorised signatory

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