PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 28/12/20. | Prepared by: | D.SOWMYA |
| PO/WO no. | 73082. | PO / WO Date. | 18/12/20. |
| Supplier Name | SSllp. | PO/WO amount | 5,066 |
| Firm/Company | Modi properties pvt ltd. | Project | H.O. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 15001 | 23/12/20. | 5,066 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 5,066. |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | ASOV 3092 | 14/12/20. | | □ 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: | | | | 5,066 |
| Amount E – PO / WO value: | | | | 5,066 |
| 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 acce~~ptable 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 | **2.1.2021** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | [signature] | APPROVED 29 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 28/12/20 | 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** | Invoice No. | 15001 |
| Modi Properties Pvt. Ltd. | Invoice Date. | 23-12-2020 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | PO No. | 73082 |
| | PO Date. | 18-12-2020 |
| | Req ID | 62322 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 15-12-2020 |
| | Loc Req No | 16748 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 8507 - Stone - granite - Steel Grey - 19mm - sft | 6802 | 58 | 66.15 | 3,836.70 | 18 | 690.60 |
| | 7'3" x 2'0 - 04 nos | | | | | | |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | | 58 | 7.00 | 406.00 | 18 | 73.08 |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 4,242.70 | | 763.68 |
| | 381.84 | 381.84 | Total Invoice Amount | 5,006.39 | | |

Rupees : Five Thousand Six and Paise Thirty Nine Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. LTD. INWARD No: 72620 Date: 24/12 Sign: SEC'BAD

*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 Modi Properties (P) Ltd, Head office.

Site:

DC No. : 3092

Date : 17/12/20.

Vehicle No. TS10UA0143

P.O. / W.O. No. : 16748

P.O. / W.O. Date :

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Steel grey 87" x 24" = 04 (Nos) | 58 Sft |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | 58 Sft |
| 20 | | |

**GSTIN :**

Received the above materials in good condition.

Received by Shekrappa

Stamp:

Date : 17/12/20

For SUMMIT SALES LLP

Authorised Signatory

# Purchase Order

 18-12-2020 14:23:57

73082
16.12.20 11:34:54

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** | 73082 | 16748 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 18-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 18-12-2020 | |
| 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<br>*7'3" x 2'0 - 04 nos* | 58.00 | 66.15 | 0.00 | 18.00 | 4,527.31 |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | 58.00 | 7.00 | 0.00 | 18.00 | 479.08 |
| | | | | **Total Order Value . . .** | | **5,006.39** |

Rupees : Five Thousand Six and Paise Thirty 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<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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. |
| **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 pantry near sink 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

18/12/2020

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MPPL | Date: | 15.12.2020 |
| Site & Phase : | Head Office | Time: | 12:30PM |
| Supplier | | Req. No. | 16748 |
| Material required before date: | Urgent | ID No. | 62322 |

| No | Discription | Size | Quantity | Unibts | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Steel Grey Granite | 7'3" x 2'0" | 04 | NOS | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | 73082 | | APPROVED 18 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks :Towards 2nd floor Pantry near sink purpose.

| | | | |
|---|---|---|---|
| Prepared By | Meenakshi.N | Approved by | |
| Date | 15.12.2020 | 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 Modi Properties (P) Ltd, Head office

Site:

| | |
|---|---|
| DC No. | 3092 |
| Date | 17/12/20. |
| Vehicle No. | TS10UA0143 |
| P.O. / W.O. No. | 16748 - Raypno |
| P.O. / W.O. Date : | |

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Steel grey 87"x24" = 04 (Nos) | 58 sft |
| 2 | | |
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| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
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| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | 58 sft |

INWARD
Inward No: 593 Dt: 17/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

**GSTIN :**

Received the above materials in good condition.

Received by: Sherappa

Stamp:

Date : 17/12/20.

MODI PROPERTIES PVT. LTD. INWARD No. 44034 Date 23/12 Sign SEC'BAD

For SUMMIT SALES LLP

Meenakshi

Authorised Signatory