PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	5/1/21	Prepared by:	Prabhakar. P
PO/WO no.	72421	PO / WO Date.	25/11/20
Supplier Name	Sumit Sales LLP	PO/WO amount	1678.00
Firm/Company	Modi Properties Pvt. Ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	14580	4/12/20.	1678.00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1678-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	3079	28/11/20		☑ 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:	1678-00
Amount E – PO / WO value:	1678-00
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	11/1/21

Remarks: Narendra took the material and delivered to H.O

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		5/1/21					

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

ORIGINAL INVOICE

#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.	14580
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	04-12-2020
	PO No.	72431
	PO Date.	25-11-2020
	Req ID	61771
GSTIN : 36AABCM4761E1ZM	Req Date	23-11-2020
	Loc Req No	16693

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	19.44	66.15	1,285.96	18	231.48
	6'0 x 1'1" - 03 nos						
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		19.44	7.00	136.08	18	24.48
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,422.04	255.96
	127.98	127.98	Total Invoice Amount	1,678.00	

Rupees : One Thousand Six Hundred Seventy Eight Only.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 71933
Date 7/12/20
Sign. Nele

for Summit Sales LLP

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 Head office.	DC No. : 3079
	Date : 23/11/20
	Vehicle No. TS10UA0143
Site:	P.O. / W.O. No. : ~~18760~~ 166
	P.O. / W.O. Date : 25/11/2020

Sl. No.	PARTICULARS	Quantity
1	Steel grey 6' x 13" = 03 (Nos)	19.44 Sft
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		19.44 Sft

GSTIN :

Received the above materials in good condition.

Received by : D. Narendra Stamp: PMR

Date : 25/11/20

For SUMMIT SALES LLP

Meenakshi

Authorised Signatory

Purchase Order

 25-11-2020 15:57:55

72431

16.11.20 11:25:35

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**	72431	16693
	Doc Date	25-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-11-2020	
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 6'0 x 1'1" - 03 nos	19.44	66.15	0.00	18.00	1,517.43
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft	19.44	7.00	0.00	18.00	160.57
					Total Order Value . . .	**1,678.00**

Rupees : One Thousand Six Hundred Seventy Eight 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.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for HO 3rd floor pantry top cabin 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

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPL	Date:	23-11-2020
Site & Phase :	HEAD OFFICE	Time:	11:00 AM
Supplier		Req. No.	16693
Material required before date:	Urgent	ID No.	61771

No	Description	Size	Quantity	Units	Inward No	Date
1	Steel Grey Granite	6'0" x 1'1"	03	NOS		
2						
3						
4						
5	72431					
6						
7						
8						
9						
10						

Remarks : FOR 3rd Floor Pantry top cabin purpose

Prepared By	T.Abhinay	Approved by	
Sign.& Date	23- 11-2020	Sign. & Date	

APPROVED
25 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.

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.	15001
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	23-12-2020
	PO No.	73082
	PO Date.	18-12-2020
	Req ID	62322
	Req Date	15-12-2020
GSTIN : 36AABCM4761E1ZM	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

Subject to Hyderabad Jurisdiction

Authorised signatory