Part Bill Sent to Accounts

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/11/20	Prepared by:	NEHA.CH
PO/WO no.	7142	PO / WO Date.	09/10/20
Supplier Name	Summit sales LLP	PO/WO amount	3,427.50/-
Firm/Company	Modi properties Pvt ltd.	Project	41.0
Sl. No.	Bill No.	Bill Date	Bill amount
1	13900	29/10/20	2,339.70
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			21339.70

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☑ 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:				21339.70/-
Amount E – PO / WO value:				3,427.50.
Amount F – Difference (A – E): GST-18%				1087.8

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	04/12/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]			[signature]	[signature]	
Date	30/11/20	30/11					

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. 0,000/- 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.	13900
Modi Properties Pvt. Ltd.	Invoice Date.	29-10-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71142
	PO Date.	09-10-2020
	Req ID	60553
GSTIN : 36AABCM4761E1ZM	Req Date	08-10-2020
	Loc Req No	16554

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9593 - Tools - Labour helmet male - NA - Nos	6506	10	60.00	600.00	18	108.00
2	9555 - Tools - Safety belt - other - nos	63072090	6	259.00	1,554.00	5	77.70
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,154.00		185.70
	92.85	92.85	Total Invoice Amount	2,339.70		

Rupees : Two Thousand Three Hundred Thirty Nine and Paise Seventy Only.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70722 Date 2/12 Sign.

for Summit Sales LLP

Authorised signatory

Purchase Order

 30-11-2020 10:50:46 Original / Office Copy / Purchase Div.Copy

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**	71142	16554
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	09-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	09-10-2020	
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	9593 - Tools - Labour helmet male - NA - Nos	10.00	60.00	0.00	18.00	708.00
2	9555 - Tools - Safety belt - other - nos	10.00	259.00	0.00	5.00	2,719.50
				Total Order Value . . .		**3,427.50**

Rupees : Three Thousand Four Hundred Twenty Seven and Paise Fifty Only.

Terms and Conditions :-

Bill not Received
8/1/2021

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 Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 Green towers use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Company Name	Modi Properties Pvt Ltd				
Site & Phase	Head Office			Requisition No.	16554
Date	26-10-20	Time	10:30 AM	ID No.	
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Labour helmet male	std	10	NOS
2.	Safety belt	std	06	NOS

Remarks:

Prepared By:	Abinay	Approved By:	APPROVED 04 DEC 2020 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign. & Date:	26-10-20	Sign. & Date:	