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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71646.	PO / WO Date.	28/10/20
Supplier Name	SSllp.	PO/WO amount	1560.
Firm/Company	Modi properties pvt ltd	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	14412	25/11/20.	78
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			78

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12242	25/11/20		☑ 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:	78
Amount E – PO / WO value:	560.
Amount F – Difference (A – E): GST-18%	482

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 accepta~~ble 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	**5.12.2020**
Remarks:	NOC taken from Accounts

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	30/11/20	4/1/21					

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.	14412
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	25-11-2020
	PO No.	71646
	PO Date.	28-10-2020
	Req ID	61007
	Req Date	22-10-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16621

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Blue-50, Black-50						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	70.00		8.40
	4.20	4.20	Total Invoice Amount	78.40		

Rupees : Seventy Eight and Paise Fourty Only.

MODI PROPERTIES PVT. LTD. INWARD No. 7723 Date. 01/12 Sign. Neha SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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.	12242
Modi Properties Pvt. Ltd.	DC Date.	25-11-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71646
	PO Date.	28-10-2020
	Req ID	61007
GSTIN : 36AABCM4761E1ZM	Req Date	22-10-2020
	Loc Req No	16621

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2			
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4			
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6			
7			
8			
9			
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INWARD
Inward No: 510 Dt: 25/11/20
MRN No: Dt:
Received By: Sumanth Sign:
MODI PROPERTIES

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 43270
Date 27/11
Sign. Neha

for Summit Sales LLP

Authorised Signatory

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	14412
Modi Properties Pvt. Ltd.	Invoice Date.	25-11-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71646
	PO Date.	28-10-2020
	Req ID	61007
GSTIN : 36AABCM4761E1ZM	Req Date	22-10-2020
	Loc Req No	16621

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Blue-50, Black-50						
2							
3							
4							
5							
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7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	70.00	8.40
	4.20	4.20	Total Invoice Amount	78.40	

Rupees : Seventy Eight and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 22-12-2020 17:50:15 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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	71646	16621
	Doc Date	28-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-10-2020	
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	7560 - Stationery - other - Pen - NA - nos *Blue-50, Black-50*	100.00	3.50	0.00	12.00	392.00
2	7665 - Stationery - printing - Envelops - other - nos	30.00	5.00	0.00	12.00	168.00
				Total Order Value . . .		**560.00**

Rupees : Five Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Bill not received
7/1/2021

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.	16621
Date	25-10-20	Time	10:30 AM	ID No.	
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Pen	STD	100	NOS
2.	Envelops	STD	30	NOS
3.				
4.				
5.				
6.				
7.				
8.				
9.				

APPROVED
24 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Remarks:

		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	25-10-20	Sign. & Date:	