

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>30/11/20.</u>		Prepared by: <u>D.SOWMYA</u>	
PO/WO no. <u>71646.</u>		PO / WO Date. <u>28/10/20</u>	
Supplier Name <u>SSLP.</u>		PO/WO amount <u>560.</u>	
Firm/Company <u>Modi properties pvt ltd</u>		Project <u>H.O.</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>14412</u>	<u>25/11/20.</u>	<u>78</u>
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>78</u>
Sl. No.	DC No	DC. Date	MRN No.
1.	<u>12242</u>	<u>25/11/20</u>	
2.			
3.			
Amount B –Other Credits :_Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			<u>78</u>
Amount E – PO / WO value:			<u>560.</u>
Amount F – Difference (A – E): GST-18%			<u>482</u>
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		<u>5.12.2020</u>	
Remarks: <u>NOC taken from Accounts</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<u>[Signature]</u>		
Date	<u>30/11/20</u>	<u>4/11/21</u>	

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

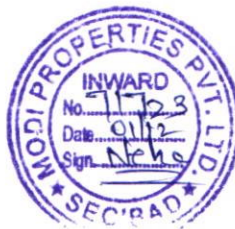
GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 25-11-2020

Customer Details				Invoice No.		14412	
Modi Properties Pvt. Ltd. HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD GSTIN : 36AABCM4761E1ZM				Invoice Date.		25-11-2020	
				PO No.		71646	
				PO Date.		28-10-2020	
				Req ID		61007	
				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 Blue-50, Black-50	9608	20	3.50	70.00	12	8.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
				4.20		4.20	
Total Taxable Amount				70.00		8.40	
Total Invoice Amount				78.40			

Rupees : Seventy Eight and Paise Fourty Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

 Authorised signatory

Summit Sales LLP

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

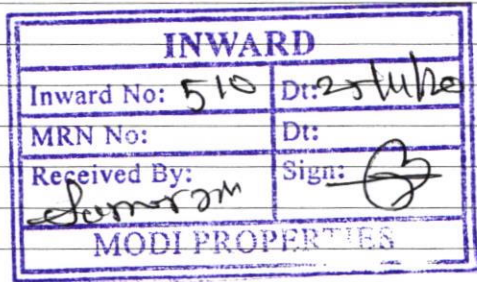
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 25-11-2020

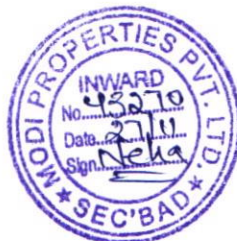
Customer Details		DC No.	12242
Modi Properties Pvt. Ltd.		DC Date.	25-11-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD		PO No.	71646
		PO Date.	28-10-2020
		Req ID	61007
		Req Date	22-10-2020
GSTIN : 36AABCM4761E1ZM		Loc Req No	16621
	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2			
3			
4			
5			
6			
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8			
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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

TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 25-11-2020

Customer Details				Invoice No.		14412	
Modi Properties Pvt. Ltd. HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD GSTIN : 36AABCM4761E1ZM				Invoice Date.		25-11-2020	
				PO No.		71646	
				PO Date.		28-10-2020	
				Req ID		61007	
				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 Blue-50, Black-50	9608	20	3.50	70.00	12	8.40
2							
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11							
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13							
14							
15							
IGST				CGST		SGST	
				4.20		4.20	
Total Taxable Amount				70.00		8.40	
Total Invoice Amount				78.40			

Rupees : Seventy Eight and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction


 Authorised signatory

Purchase Order

Page(s) 1 Of 1

22-12-2020 17:50:15

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, II nd 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 GSTIN 36ACQFS2044C1Z7 040-66335551 9618244433	Doc No	71646	16621
	Doc Date	28-10-2020	
	Quote No	Nil	
	Quote Date	28-10-2020	
	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
Penalty 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
Sumit
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 2021 P. PRABHAKAR Sr. MANAGER PURCHASE					
Remarks:					
				ID. No:	
Prepared By:	Iqra	Approved By:			
Sign. & Date:	25-10-20	Sign. & Date:			