PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71142	PO / WO Date.	9/10/20
Supplier Name	Ssllp.	PO/WO amount	3,427
Firm/Company	Modi properties pvt ltd	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	13900	29/10/20.	2,339
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,339

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11794	29/10/20		☑ 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:	2,339
Amount E – PO / WO value:	3,427
Amount F – Difference (A – E): GST-18%	-1088/-

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	~~31.10.2020~~ 7/11/20

Remarks: final Bill received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 12 JAN 2021				
Date	31/10/20.	12/1	MINISH PARIKH MANAGER PROCUREMENT				

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

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

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

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70722 Date 02/11 Sign. Neha

Authorised signatory

Purchase Order

 09-10-2020 2:31:58 PM

71142
08.10.20 5:21:49

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 :-

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 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 Green towers use purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

=> Part Bill 13846, dt: 23/10/20
Rs. 1087/- and Bal. Bill
also received.
Bno: 13907, dt: 29/10/20
Amt: 2339/-
~~Att~~.
12/1/21

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	07.10.2020
Site & Phase :	Head Office	Time:	12:40
Supplier		Req. No.	16554
Material required before date:		ID No.	60553

No	Description	Size	Quantity	Units	Inward No	Date
1	Male Helmet (Yellow)	Std	10	Nos		
2	Safe Belt with Rope 71142	Std	10	Nos		
3						
4						
5						
6						
7						
8						
9						

APPROVED
09 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - for Green Towers External Crack Filling & Painting Work purpose.

Prepared By	Rahul.T	Approved by	
Sign.& Date	07.10.2020	Sign. & Date	

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

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		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, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	11794
Modi Properties Pvt. Ltd.	DC 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
1	9593 - Tools - Labour helmet male - NA - Nos	6506	10
2	9555 - Tools - Safety belt - other - nos	63072090	6
3			
4			
5			
6			
7			
8			
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction