# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 20/1/21 | Prepared by: | D.SOWMYA |
| PO/WO no. | 73668. | PO / WO Date. | 8/1/21 |
| Supplier Name | SSllp. | PO/WO amount | 2,481. |
| Firm/Company | Modi properties pvt Ltd. | Project | H.O. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 15313 | 11/1/21 | 2,481 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,481. |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 13043. | 11/1/21 | | □ 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: | 2,481 |
| Amount E – PO / WO value: | 2,481 |
| 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 | **23.1.2021** |

Remarks:

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

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. | 15313 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | Invoice Date. | 11-01-2021 |
| | PO No. | 73668 |
| | PO Date. | 08-01-2021 |
| | Req ID | 62921 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 08-01-2021 |
| | Loc Req No | 182510 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4814 - Electrical - wires - Cu multistand wires yellow | | 1 | 701.00 | 701.00 | 18 | 126.18 |
| 2 | 4815 - Electrical - wires - Cu multistand wires Black - | 8544 | 1 | 701.00 | 701.00 | 18 | 126.18 |
| 3 | 4817 - Electrical - wires - Cu multistand wires Green - | | 1 | 701.00 | 701.00 | 18 | 126.18 |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 2,103.00 | 378.54 |
| | 189.27 | 189.27 | Total Invoice Amount | 2,481.54 | |

Rupees : Two Thousand Four Hundred Eighty One and Paise Fifty Four Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 13213
Date: 13/1/21
Sign:

Subject to Hyderabad Jurisdiction

*Authorised signatory*

# Purchase Order

 08-01-2021 16:02:15

Ori 73668

09.01.21 11:04:30

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad<br><br>**GSTIN** 36ACQFS2044C1Z7<br>040-66335551 9618244433 | **Doc No** | 73668 | 182510 |
| | **Doc Date** | 08-01-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 08-01-2021 | |
| | **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4814 - Electrical - wires - Cu multistand wires yellow - 1 18 or 1 sq mm - Bundle | 1.00 | 701.00 | 0.00 | 18.00 | 827.18 |
| 2 | 4815 - Electrical - wires - Cu multistand wires Black - 1 18 or 1 sq mm - Bundle | 1.00 | 701.00 | 0.00 | 18.00 | 827.18 |
| 3 | 4817 - Electrical - wires - Cu multistand wires Green - 1 18 or 1 sq mm - Bundle | 1.00 | 701.00 | 0.00 | 18.00 | 827.18 |
| | | | | | **Total Order Value . . .** | **2,481.54** |

Rupees : Two Thousand Four Hundred Eighty One and Paise Fifty Four Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of "Gloster"brand, FRLSH grade. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | GST included in above price. |
| **Delivery Date** | Within 3 days |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>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 forg2nd floor NW wiring purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Nil |

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : ______________

Contact

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MPPL | Date: | 08-12-2020 |
| Site & Phase : | Head office | Time: | 16:30PM |
| Supplier | | Req. No. | 182510 |
| Material required before date: | Urgent | ID No. | 62921 |

| No | Discription | Size | Quantity | Unibts | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 1/118 wire -yellow | STD | 01 | NOS | | |
| 2 | 1/118wire -Black | STD | 01 | NOS | | |
| 3 | 1/118 wire - Green | STD | 01 | NOS | | |
| 4 | 73668 | | | | | |
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Remarks :Towards electrical work at 2nd floor NW wing purpose

| | | | |
|---|---|---|---|
| Prepared By | Meenakshi.N | Approved by | |
| Date | 07-12-2020 | Sign. & Date | |

APPROVED
08 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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** | | |
|---|---|---|
| Modi Properties Pvt. Ltd. | DC No. | 13043 |
| HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD | DC Date. | 11-01-2021 |
| | PO No. | 73668 |
| | PO Date. | 08-01-2021 |
| | Req ID | 62921 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 08-01-2021 |
| | Loc Req No | 182510 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4814 - Electrical - wires - Cu multistand wires yellow - 1 18 or 1 sq mm - Bundle | | 1 |
| 2 | 4815 - Electrical - wires - Cu multistand wires Black - 1 18 or 1 sq mm - Bundle | 8544 | 1 |
| 3 | 4817 - Electrical - wires - Cu multistand wires Green - 1 18 or 1 sq mm - Bundle | | 1 |
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INWARD

Inward No: Dt:

MRN No: Dt:

Received By: Sign:

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 44738
Date: 16.11
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised Signatory

TAX INVOICE

# Summit Sales LLP

**TRANSIT COPY**

#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.

HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD

GSTIN : 36AABCM4761E1ZM

| | |
|---|---|
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| Invoice Date. | 11-01-2021 |
| PO No. | 73668 |
| PO Date. | 08-01-2021 |
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| IGST | CGST | SGST | | | | |
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| | | | Total Taxable Amount | 2,103.00 | | 378.54 |
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