PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/2/2021.	Prepared by:	D.SOWMYA
PO/WO no.	74056.	PO / WO Date.	22/1/21
Supplier Name	SS/4p.	PO/WO amount	1,569.
Firm/Company	Modi properties pvt ltd.	Project	HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1	15631	28/1/21.	1,569
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,569.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13326.	28/1/21.		□ 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:	1,569
Amount E – PO / WO value:	1,569
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	**6.1.2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	2/2/21.	3/2					

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

ORIGINAL 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		
Modi Properties Pvt. Ltd.	Invoice No.	15631
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	28-01-2021
	PO No.	74056
	PO Date.	22-01-2021
	Req ID	62833
GSTIN : 36AABCM4761E1ZM	Req Date	05-01-2021
	Loc Req No	16801

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1	1330.00	1,330.00	18	239.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,330.00		239.40
	119.70	119.70	Total Invoice Amount		1,569.40	

Rupees : One Thousand Five Hundred Sixty Nine and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No. 73897 Date 1/2 SEC'BAD

Authorised signatory

Purchase Order

74056
16 01.21 10:57:50

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 Housing LLP 5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad.	**Doc No**	74056	16801
	Doc Date	22-01-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-01-2021	
040-66335551 9502277299	**SupplyType**	Supply	

Kind Attn : Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7663 - Stationery -other - Executive bag - NA - nos	1.00	1,330.00	0.00	18.00	1,569.40
				Total Order Value . . .		**1,569.40**

Rupees : One Thousand Five Hundred Sixty Nine and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	Amazon basic Laptop and Tablet bag, black colour, 15.6"
Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	With in a 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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to reject the items if not as per said quality, above order is for Meenakshi engg purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Housing LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	05-01-2021
Site & Phase :	HEAD OFFICE	Time:	10:30 AM
Supplier		Req. No.	16801
Material required before date:	Urgent	ID No.	62833

No	Description	Size	Quantity	Units	Inward No	Date
1	Lap Top Bag	STD	01	NOS		
2	74056					
3						
4						
5						
6						
7						
8						
10						

Remarks : FOR meenakshi's laptop purpose

Prepared By	Meenakshi	Approved by	
Sign.& Date	05-01-2021	Sign. & Date	APPROVED BY -7 JAN 2021 SOHAM MODI MANAGING DIRECTOR

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.	13326
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	DC Date.	28-01-2021
	PO No.	74056
	PO Date.	22-01-2021
	Req ID	62833
GSTIN : 36AABCM4761E1ZM	Req Date	05-01-2021
	Loc Req No	16801

	Description of Goods	HSN/SAC	Qty
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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30			

INWARD
Inward No: 974 Dt: 28/01/21
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. INWARD No. 40566 30/1

for Summit Sales LLP

Authorised signatory

TAX INVOICE

TRANSIT COPY

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

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for Summit Sales LLP

Authorised signatory

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