PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 16-02-21 | Prepared by: | PRABHAKAR.P |
| PO/WO no. | 74445 | PO / WO Date. | 04-02-21 |
| Supplier Name | SUMMIT SALES LLP | PO/WO amount | 3,356-70 |
| Firm/Company | Modi Properties.Private Limited | Project | MPL |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 15792 | 08-02-21 | 2,261-98 |
| 2 | | | |
| 3 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,261-98 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 13464 | 08-02-21 | 88462 | ☑ 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: | | | | 2,261-98 |
| Amount E – PO / WO value: | | | | 3,356-70 |
| Amount F – Difference (A – E): GST-18% | | | | 1,095-00 |

| | |
|---|---|
| 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 | **22-02-21** |
| Remarks: **PART MATERIAL DELIVERED** | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | PSS | | | | | | |
| Date | 16/2/21 | | | | | | |

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 Private Limited,. | Invoice No. | 15792 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | Invoice Date. | 08-02-2021 |
| | PO No. | 74445 |
| | PO Date. | 04-02-2021 |
| | Req ID | 63623 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 03-02-2021 |
| | Loc Req No | 177346 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 45 | 3.50 | 157.50 | 12 | 18.90 |
| | blue-black-red | | | | | | |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - | | 25 | 12.00 | 300.00 | 18 | 54.00 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 5 | 6.00 | 30.00 | 18 | 5.40 |
| | Small | | | | | | |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 5 | 15.00 | 75.00 | 18 | 13.50 |
| | Big | | | | | | |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 10 | 19.00 | 190.00 | 18 | 34.20 |
| 6 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 30 | 16.00 | 480.00 | 12 | 57.60 |
| | Black | | | | | | |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 | 18.00 | 180.00 | 12 | 21.60 |
| 8 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 2 | 195.00 | 390.00 | 18 | 70.20 |
| | Big | | | | | | |
| 9 | 7565 - Stationery - other - Pencil Carbon Paper - NA - | 4809 | 1 | 156.00 | 156.00 | 18 | 28.08 |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 1,958.50 | 303.48 |
| | 151.74 | 151.74 | Total Invoice Amount | 2,261.98 | |

Rupees : Two Thousand Two Hundred Sixty One and Paise Ninty Eight Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 14210
Date: 09/02
Sign: [signature]

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

04-02-2021 12:29:33

74445
05.02.21 11:33:36

...mpany : **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** | 74445 | 177346 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 04-02-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 04-02-2021 | |
| 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<br>*blue-black-red* | 45.00 | 3.50 | 0.00 | 12.00 | 176.40 |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - nos | 25.00 | 12.00 | 0.00 | 18.00 | 354.00 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*Small* | 5.00 | 6.00 | 0.00 | 18.00 | 35.40 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*Big* | 5.00 | 15.00 | 0.00 | 18.00 | 88.50 |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 10.00 | 19.00 | 0.00 | 18.00 | 224.20 |
| 6 | 7544 - Stationery - other - Marker - NA - nos<br>*Black* | 50.00 | 16.00 | 0.00 | 12.00 | 896.00 |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 10.00 | 18.00 | 0.00 | 12.00 | 201.60 |
| 8 | 7593 - Stationery - other - Stapler - other - nos<br>*Big* | 2.00 | 195.00 | 0.00 | 18.00 | 460.20 |
| 9 | 7565 - Stationery - other - Pencil Carbon Paper - NA - boxes | 5.00 | 156.00 | 0.00 | 18.00 | 920.40 |
| | | | | | **Total Order Value . . .** | **3,356.70** |

Rupees : Three Thousand Three Hundred Fifty Six and Paise Seventy Only.

(1) Part material paid
Inv no. 1592
Dt: 8/2/21
Amt. 2,261-98
Ballance received

## 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** | May Flower Platinum<br>Sy 82/1, Mallapur, Nacharam.<br>Phone. 7680971999 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | Transport cost shall be borne by us. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |

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

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

Name : 06/02/2021

Name : ____________

Date : __/__/____

# Purchase Order

04-02-2021 12:29:33

Original / Office Copy / Purchase Div.Cop

We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.

| | |
|---|---|
| …n Date | NA |
| …urment | NA |
| …ecurity | Nil |
| Remarks | |

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

Authorised Signatory

Name : 06/02/2021

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : _ / /

# Requisition Form

| | | | |
|---|---|---|---|
| | Modi Properties Pvt Ltd | Date: | 03.02-2021 |
| | May Flower Platinum | Time: | 15;51 |
| | | Req.No. | 177346 |
| ...al required before date: 06-2-2021 | | ID No. | 63623 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Pens blue /black /red | Std | 05 | Nos | | |
| 2 | Scrbling pads | Std | 25 | Nos | | |
| 3 | Stapler pins small /big | Std | 05 | Boxes | | |
| 4 | Highlaters | Std | 02 | Packets | | |
| 5 | Markers black | Std | 10 | Boxes | | |
| 6 | Small markers | Std | 10 | No s | | |
| 7 | Carban papers | Std | 10 | No s | | |
| 8 | **Staplar big** | Std | 02 | No | | |
| 9 | | | | | | |
| 10 | | | | | | |

74445

APPROVED
06 FEB 2021
MINISH PARIKH
MANAGER PROCUREMENT

| | | | |
|---|---|---|---|
| Remarks: for site use purpose | | | |
| Prepared By | K.Sravani Reddy | Approved by | S.V.Subba Reddy |
| Sign.& Date | 03.02.2021 | Sign. & Date | |

Note:

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. | 13464 |
|---|---|---|
| Modi Properties Private Limited,. | DC Date. | 08-02-2021 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | PO No. | 74445 |
| | PO Date. | 04-02-2021 |
| | Req ID | 63623 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 03-02-2021 |
| | Loc Req No | 177346 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 45 |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - nos | | 25 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 5 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 5 |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 10 |
| 6 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 30 |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 |
| 8 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 2 |
| 9 | 7565 - Stationery - other - Pencil Carbon Paper - NA - boxes | 4809 | 1 |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
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MODI PROPERTIES SECBAD

45459
4/2

INWARD
Inward No 13491 Dt 8/2/21
MRN No 88462 Dt.
Received By Sign
Modi Properties Pvt. Ltd
Sy. No. 82/1

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

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** | Invoice No. | 15792 |
|---|---|---|
| Modi Properties Private Limited,. | Invoice Date. | 08-02-2021 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | PO No. | 74445 |
| | PO Date. | 04-02-2021 |
| | Req ID | 63623 |
| | Req Date | 03-02-2021 |
| GSTIN : 36AABCM4761E1ZM | Loc Req No | 177346 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos blue-black-red | 9608 | 45 | 3.50 | 157.50 | 12 | 18.90 |
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| 3 | 7594 - Stationery - other - Stapler pin - other - boxes Small | 7415 | 5 | 6.00 | 30.00 | 18 | 5.40 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes Big | 7415 | 5 | 15.00 | 75.00 | 18 | 13.50 |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 10 | 19.00 | 190.00 | 18 | 34.20 |
| 6 | 7544 - Stationery - other - Marker - NA - nos Black | 9608 | 30 | 16.00 | 480.00 | 12 | 57.60 |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 | 18.00 | 180.00 | 12 | 21.60 |
| 8 | 7593 - Stationery - other - Stapler - other - nos Big | 9608 | 2 | 195.00 | 390.00 | 18 | 70.20 |
| 9 | 7565 - Stationery - other - Pencil Carbon Paper - NA - | 4809 | 1 | 156.00 | 156.00 | 18 | 28.08 |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | 151.74 | 151.74 | Total Taxable Amount | 1,958.50 | 303.48 |
| | | | Total Invoice Amount | 2,261.98 | |

Rupees : Two Thousand Two Hundred Sixty One and Paise Ninty Eight Only.

Subject to Hyderabad Jurisdiction

INWARD
No. 15491 Dt. 8/2/21
MRN No. 88 LHO Dt.
Received By Sign. Nagam
Modi Properties Pvt. Ltd

for Summit Sales LLP

Authorised signatory