

Modi Realty Mallapur LLP (20-21)
MG Road, RAnigunj
Secunderabad
GSTIN/UIN: 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Purchase Voucher

No. : **PUR/10489** ✓
Ref.: **14063 dt. 5-Nov-2020**

Dated : 18-Nov-2020

Party's Name: **Summit Sales LLP**
5-4-187/3&4 MG Road, Soham Mansion
Secunderabad
GSTIN/UIN : **36ACQFS2044C1Z7**

Particulars		Amount
Tiles, Granite, Etc. GST 18%	30,240.00	₹ 35,683.00
Input CGST	2,721.60	
Input SGST	2,721.60	
OIE-Round Off	(-)0.20	
On Account of :		
Being on purchase of tiles other na boxes against inv no: 14063 dtd: 05.11.2020 vide po no: 71087 dtd: 08.10.20 Scan id: 55859		
Amount (in words) :		
Indian Rupees Thirty Five Thousand Six Hundred Eighty Three Only		

for SUP-Summit Sales LLP

Prepared by: krishnaveni

Approved by

Receiver's Signature

Modi Realty Mallapur LLP (20-21)
MG Road, RAnigunj
Secunderabad
GSTIN/UIN: 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Purchase Voucher

No. : **PUR/10490** ✓
Ref.: **14061 dt. 5-Nov-2020**

Dated : 18-Nov-2020

Party's Name: **Summit Sales LLP**
5-4-187/3&4 MG Road, Soham Mansion
Secunderabad
GSTIN/UIN : **36ACQFS2044C1Z7**

Particulars		Amount
Tiles, Granite, Etc. GST 18%	28,896.00	₹ 34,097.00
Input CGST	2,600.64	
Input SGST	2,600.64	
OIE-Round Off	(-)0.28	

On Account of :

Being on purchase of tiles other na boxes against inv no: 14061 dtd: 05.11.2020 vide po no: 71087 dtd: 08.10.20 Scan id: 55859

Amount (in words) :

Indian Rupees Thirty Four Thousand Ninety Seven Only

for SUP-Summit Sales

Prepared by: krishnaveni

Approved by

Receiver's Signature

Modi Realty Mallapur LLP (20-21)
MG Road, RAnigunj
Secunderabad
GSTIN/UIN: 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Purchase Voucher

No. : PUR/10491
Ref.: 14060 dt. 5-Nov-2020

Dated : 18-Nov-2020

Party's Name: **Summit Sales LLP**
5-4-187/3&4 MG Road, Soham Mansion
Secunderabad
GSTIN/UIN : **36ACQFS2044C1Z7**

Particulars		Amount
Tiles, Granite, Etc. GST 18%	13,440.00	₹ 15,859.00
Input CGST	1,209.60	
Input SGST	1,209.60	
OIE-Round Off	(-)0.20	
On Account of :		
Being on purchase of tiles other na boxes against inv no: 14060 dtd: 05.11.2020 vide po no: 71087 dtd: 08.10.20 Scan id: 55859		
Amount (in words) :		
Indian Rupees Fifteen Thousand Eight Hundred Fifty Nine Only		

for SUP-Summit Sales LLP

Prepared by: krishnaveni

Approved by

Receiver's Signature

Modi Realty Mallapur LLP (20-21)
MG Road, RAnigunj
Secunderabad
GSTIN/UID: 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Purchase Voucher

No. : **PUR/10492**
Ref.: **14064 dt. 5-Nov-2020**

Dated : 18-Nov-2020

Party's Name: **Summit Sales LLP**
5-4-187/3&4 MG Road, Soham Mansion
Secunderabad
GSTIN/UID : **36ACQFS2044C1Z7**

Particulars		Amount
Tiles, Granite, Etc. GST 18%	13,188.00	₹ 15,562.92
Input CGST	1,186.92	
Input SGST	1,186.92	
OIE-Round Off	0.16	
On Account of :		
Being on purchase of tiles other na boxes against inv no: 14064 dtd: 05.11.2020 vide po no: 71087 dtd: 08.10.20 Scan id: 55859		
Amount (in words) :		
Indian Rupees Fifteen Thousand Five Hundred Sixty Two Only		

for SUP-Summit Sales

Prepared by: krishnaveni

Approved by

Receiver's Signature

Scan 30: 58859
PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/11/2020		Prepared by:		T.D. Murthy	
PO/WO no.		71087		PO / WO Date.		08/10/2020	
Supplier Name		Summit Sales LLP		PO/WO amount		Rs. 1,01,201/-	
Firm/Company		Modi Realty Mallapur LLP		Project		Gulmohar Residency	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		14063		05/11/2020		Rs. 35,683/-	
2.		14061		05/11/2020		Rs. 34,097/-	
3.		14060		05/11/2020		Rs. 15,859/-	
4.		14064		05/11/2020		Rs. 15,562/-	
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 1,01,201/- ✓	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	3270	22/10/2020	84443	☒ Yes ☐ No			
2.	3269	21/10/2020	84478	☒ Yes ☐ No			
3.	3272	24/10/2020	84488	☒ Yes ☐ No			
4.	3273	27/10/2020	84487	☒ Yes ☐ No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						Rs. 1,01,201/- ✓	
Amount E – PO / WO value:						Rs. 1,01,201/-	
Amount F – Difference (A – E):						-	
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				21/11/2020			
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	16/11/20	16/11/20	16/11/20		18/11/2020		

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 05-11-2020

Customer Details				Invoice No.		14063			
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, GSTIN : 36AAEFM1459R1ZP				Invoice Date.		05-11-2020			
				PO No.		71087			
				PO Date.		08-10-2020			
				Req ID		60446			
				Req Date		05-10-2020			
				Loc Req No		68446			
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes				45	672.00	30,240.00	18	5,443.20
	Ispira regal beige 4'x2'								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
	IGST	CGST	SGST	Total Taxable Amount			30,240.00		5,443.20
		2,721.60	2,721.60	Total Invoice Amount			35,683.20		
Rupees : Thirty Five Thousand Six Hundred Eighty Three and Paise Twenty Only.									

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

2/11/20

M/s Modi Reality Mallapur
LLP
Site:

DC No. : **3272**
Date : 24/10/20
Vehicle No. : TS10UB3123
P.O. / W.O. No. : 71087
P.O. / W.O. Date : 08/10/20

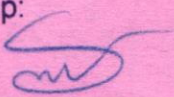
Sl. No.	PARTICULARS	Quantity
1	<u>Regal Baige</u>	<u>45 Box</u>
2		
3		
4		
5		
6		
7		
8		
9		
10		
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issue87256GSTIN : 36ACD1FS2044C1Z7

Received the above materials in good condition.

Received by : SomeshDate : 24/10/20

Stamp:



For SUMMIT SALES LLP

Onchapriya
Authorised Signatory

TAX 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

1 of 1 : 05-11-2020

Customer Details				Invoice No.		14061			
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, GSTIN : 36AAEFM1459R1ZP				Invoice Date.		05-11-2020			
				PO No.		71087			
				PO Date.		08-10-2020			
				Req ID		60446			
				Req Date		05-10-2020			
				Loc Req No		68446			
	Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes				43	672.00	28,896.00	18	5,201.28
	Ispira beige 4'x2'								
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
	IGST	CGST	SGST	Total Taxable Amount			28,896.00		5,201.28
		2,600.64	2,600.64	Total Invoice Amount			34,097.28		
Rupees : Thirty Four Thousand Ninty Seven and Paise Twenty Eight Only.									

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur
LLP

Site:

DC No. : **3270**

Date : 22/10/20

Vehicle No. : TS10VB3123

P.O. / W.O. No. : 71087

P.O. / W.O. Date : 08/10/20

Sl. No.	PARTICULARS	Quantity
1	<u>Earth Beige</u>	<u>43 Box</u>
3		
4		
5		
6		
7		
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9		
10	<u>Issue</u>	
11	<u>87255</u>	
12		
13		
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GSTIN : 26ALQFS2044C1Z7

Received the above materials in good condition.

Received by : Samesh

Stamp: [Signature]

Date :

For SUMMIT SALES LLP

[Signature]
Authorised Signatory

TAX 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

1 of 1 : 05-11-2020

Customer Details				Invoice No.		14060	
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, GSTIN : 36AAEFM1459R1ZP				Invoice Date.		05-11-2020	
				PO No.		71087	
				PO Date.		08-10-2020	
				Req ID		60446	
				Req Date		05-10-2020	
				Loc Req No		68446	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes Ispira beige 4'x2'		10	672.00	6,720.00	18	1,209.60
2	9068 - Tiles - Other - NA - Boxes Ispira regal beige 4'x2'		10	672.00	6,720.00	18	1,209.60
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
Total Taxable Amount				13,440.00		2,419.20	
1,209.60				1,209.60		Total Invoice Amount	
				15,859.20			
Rupees : Fifteen Thousand Eight Hundred Fifty Nine and Paise Twenty Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur.
LLP
Site: _____

DC No. : **3269**
Date : 21/10/20
Vehicle No. : AP03X4931
P.O. / W.O. No. : 71087
P.O. / W.O. Date : 08/10/20

Sl. No.	PARTICULARS	Quantity
1	Earth Beige.	10 Box
2	Regal Beige.	10 Box
3		
4		
5		
6		
7		
8		
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10		
11		
12		
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Issued
87254

GSTIN : 36A C0FS2044 C1Z7

Received the above materials in good condition.

Received by : Bhupathi

Stamp:

m Bhupathi

Date :

For SUMMIT SALES LLP

Bhupathi
Authorised Signat

TAX 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

1 of 1 : 05-11-2020

Customer Details				Invoice No.		14064	
Modi Reality Mallapur LLP Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge, GSTIN : 36AAEFM1459R1ZP				Invoice Date.		05-11-2020	
				PO No.		71087	
				PO Date.		08-10-2020	
				Req ID		60446	
				Req Date		05-10-2020	
				Loc Req No		68446	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9068 - Tiles - Other - NA - Boxes		18	667.00	12,006.00	18	2,161.08
Urban wood natural 200mmx1200mm							
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		1970	0.60	1,182.00	18	212.76
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
Total Taxable Amount				13,188.00		2,373.84	
1,186.92				1,186.92		Total Invoice Amount	
				15,561.84			
Rupees : Fifteen Thousand Five Hundred Sixty One and Paise Eighty Four Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

2/1/20

M/s Modi Reality Mallapur
LLP

Site:

DC No. : **3273**

Date : 27/10/2020

Vehicle No. : AP27 D5632

P.O. / W.O. No. : 71087

P.O. / W.O. Date : 08/10/2020

Sl. No.	PARTICULARS	Quantity
1	Urban Wood Natural	18 Box.
2		
3		
4		
5		
6		
7		
8		
9	18mm	
10	84331	
11		
12		
13		
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20		

GSTIN : 36A18FS2044C1Z7

Received the above materials in good condition.

Received by : Srinivas

Date :

Stamp:

[Signature]

For SUMMIT SALES LLP

[Signature]
Authorised Signatory

Purchase Order

Page(s) 1 Of 1

08-Oct-20 2:47:01 PM



71087

05.10.20 3:23:15

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

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	71087	68446
Doc Date	08-10-2020	
Quote No	Nil	
Quote Date	08-10-2020	
SupplyType	Supply	

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9068 - Tiles - Other - NA - Boxes <i>Ispira beige 4'x2'</i> 43+10	53.00	✓ 672.00	0.00	18.00	42,026.88
2 9068 - Tiles - Other - NA - Boxes <i>Urban wood natural 200mmx1200mm</i>	18.00	✓ 667.00	0.00	18.00	14,167.08
3 9068 - Tiles - Other - NA - Boxes <i>Ispira regal beige 4'x2'</i> 45+10	55.00	✓ 672.00	0.00	18.00	43,612.80
4 6188 - Miscellaneous - Hamali charges - NA - Per Sft	1,970.00	✓ 0.60	0.00	18.00	1,394.76
Total Order Value . . .					101,201.52

Rupees : One Lakh(s) One Thousand Two Hundred One and Paise Fifty Two Only.

Terms and Conditions :-

Specification / Brand	Brand will be Nitco Rate per sft of Large format tiles Rs.51/-, Rate per sft of 200x1200 mm tile Rs. 51.
Payment Terms	After delivery and production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 4days
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. Next to NFC Railway Over Bridge Phone. Contact: Security _____, Admin 9502211011
Penalty For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Model flat , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	28.09.20
Site & Phase :	GULMOHAR RESIDENCY	Time:	09:45
Supplier		Req. No.	68446
Material required before date:	30.09.2020	ID No.	60446

No	Description	Size	Quantity	Units	Inward No	Date
1.	Ispira earth beige (B-104 flat - Living , master bedroom & dining)	4' x 2'	830	sft		
2.	urban wood natural (B-104 flat - Bed rooms)	4' x 2'	290	sft		
3.	Ispira Regal beige (A-101 flat - Living , dining & bedrooms)	4' x 2'	850	sft		
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: FOR A & B BLOCKS MODEL FLATS TILES WORK PURPOSE AT GMR SITE .

Prepared By	Ram prasad	Approved by	
Sign.& Date	28.09.2020	Sign. & Date	

Note:

Prashant / Minish .
PO ? Sent .
When is the material expected
check with Karam Minish .
A2

DELIVERY CHALLAN

SUMMIT SALES LLP

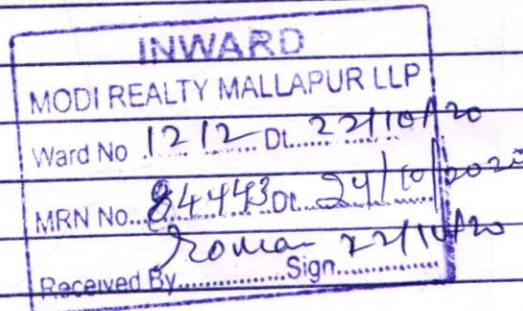
5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur
LLP

Site:

DC No. : **3270**
Date : 22/10/20
Vehicle No. : TS10VB3123
P.O. / W.O. No. : 71087
P.O. / W.O. Date : 08/10/20

Sl. No.	PARTICULARS	Quantity
1	<u>Earth Beige</u>	<u>43 Box.</u>
2		
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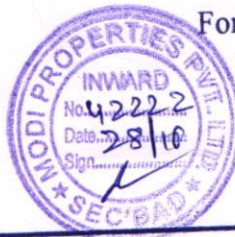
GSTIN : 36ACQFS2044CLZ7

Received the above materials in good condition.

Received by : Somesh.

Date :

Stamp:



For **SUMMIT SALES LLP**

Pratapriya
Authorised Signatory

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur, LLP
Site:

DC No. : **3269**
Date : 21/10/20
Vehicle No. : AP23X4931
P.O. / W.O. No. : 71087
P.O. / W.O. Date : 08/10/20

Sl. No.	PARTICULARS	Quantity
1	Earth Beige	10 Box
2	Regal Beige	10 Box
3		
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INWARD

MODI REALTY MALLAPUR LLP

Ward No. 1212 Dt. 22/10/20MRN No. 84478 Dt. 22/10/20Received By: S Sign: SGSTIN : 36ACQFS2044C1Z7

Received the above materials in good condition.

Received by : Birapathi

Date :

Stamp:

M Birapathi

For SUMMIT SALES LLP

Onehapiya
Authorised Signatory

DELIVERY CHALLAN

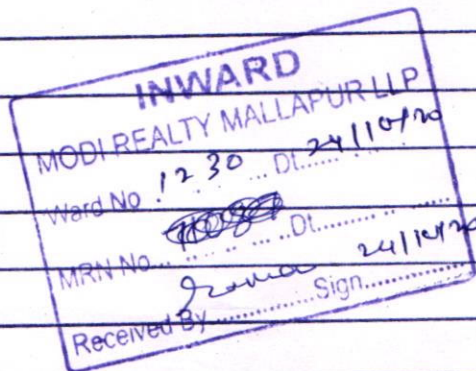
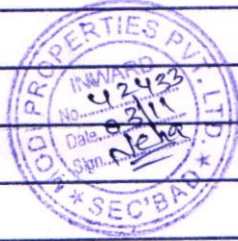
SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur LLP
Site:

DC No. : **3272**
Date : 24/10/20
Vehicle No. : TS10UB3123
P.O. / W.O. No. : 71084
P.O. / W.O. Date : 08/10/20

Sl. No.	PARTICULARS	Quantity
1	Regal Beige.	45 Box.
2		
3		
4		
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13		
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MRN
84488

GSTIN : 36AC0PS2044C1Z7

Received the above materials in good condition.

Received by : Somesh

Date : 24/10/20

Stamp:

For SUMMIT SALES LLP

Onchapriya
Authorised Signatory

DELIVERY CHALLAN

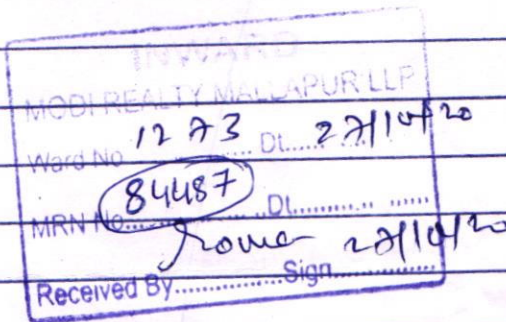
SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Reality Mallapur LLP
Site:

DC No. : **3273**
Date : 27/10/2020
Vehicle No. : AP27 D5632
P.O. / W.O. No. : 71087
P.O. / W.O. Date : 08/10/2020

Sl. No.	PARTICULARS	Quantity
1	Urban Wood Natural	28 Box.
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



GSTIN : 36ACQF52044C1Z7

Received the above materials in good condition.

Received by : Srinivas

Date :

Stamp:

For SUMMIT SALES LLP

Snehapriya
Authorised Signatory

Purchase Voucher

No. : PUR/10493✓
Ref.: vgm/2021-241 dt. 12-Nov-2020

Dated : 21-Nov-2020

Party's Name: SP-V Green Media Pvt. Ltd.

Particulars		Amount
PROMORD-Print Media 5%	8,222.00	₹ 8,510.00
Input CGST	205.55	
INPUT-SGST	205.55	
TDS-1.50% Contract	(-)123.00	
OIE-Round Off	(-)0.10	

On Account of :

Being on Advertisement ad in eenadu against inv no: 241 dtd: 12.11.2020 vide po no: 71840 dtd: 04.11.2020

Amount (in words) :

Indian Rupees Eight Thousand Five Hundred Ten Only

for SP-V Green Media Pvt. Ltd.

Prepared by: krishnaveni

Approved by

Receiver's Signature

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		16/11/20		Prepared by:		Y. N. N. N.	
PO/WO no.		71840		PO / WO Date.		4/11/20	
Supplier Name		V. Green		PO/WO amount		8633 /	
Firm/Company		Mobility Reality ^{UP} MAWAR		Project		Mobility Reality ^{UP} MAWAR	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	241	24/8/20		8633 /			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	241	24/8/2020	85283	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						8633 /	
Amount E – PO / WO value:						8633 /	
Amount F – Difference (A – E):							
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 / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			23/11/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	16/11/20						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-