PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 4/3/21 | Prepared by: | NEHA |
| PO/WO no. | 74902 | PO / WO Date. | 17/2/21 |
| Supplier Name | SSLLP | PO/WO amount | 2,961/- |
| Firm/Company | Modi Realty pochar | Project | Nilgiri Heights |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 16080 | 22/02/21 | 2,961/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,961/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 13733 | 22/2/21 | 89277 | ☑ 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: | | | | 2,961/- |
| Amount E – PO / WO value: | | | | 2,961/- |
| 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 | 11/3/21 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts = receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | [signature] | 05 MAR 2021 | | | | |
| Date | 5/3/21 | 5/3 | | | | | |

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 Realty Pocharam LLP | Invoice No. | 16080 |
| Nilgiri Heights, Pocharam | Invoice Date. | 22-02-2021 |
| | PO No. | 74902 |
| | PO Date. | 17-02-2021 |
| | Req ID | 64017 |
| GSTIN : 36ABIFM1836H1Z7 | Req Date | 17-02-2021 |
| | Loc Req No | 181546 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7578 - Stationery - other - Ring Binder - other - nos | | 6 | 95.00 | 570.00 | 18 | 102.60 |
| 2 | 7560 - Stationery - other - Pen - NA - nos<br>blue-red | 9608 | 60 | 3.50 | 210.00 | 12 | 25.20 |
| 3 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 5 | 37.00 | 185.00 | 18 | 33.30 |
| 4 | 7509 - Stationery - other - Calculator - NA - nos | | 2 | 158.00 | 316.00 | 18 | 56.88 |
| 5 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 2 | 230.00 | 460.00 | 12 | 55.20 |
| 6 | 7584 - Stationery - other - Scribbling Pads - other - | | 4 | 12.00 | 48.00 | 18 | 8.64 |
| 7 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 10 | 6.00 | 60.00 | 18 | 10.80 |
| 8 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 5 | 19.00 | 95.00 | 18 | 17.10 |
| 9 | 7505 - Stationery - other - Binder Clips - other - | 8305 | 30 | 20.00 | 600.00 | 18 | 108.00 |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | 208.86 | 208.86 | Total Taxable Amount | 2,544.00 | 417.72 |
| | | | Total Invoice Amount | 2,961.72 | |

Rupees : Two Thousand Nine Hundred Sixty One and Paise Seventy Two Only.

MODI PROPERTIES
74748
24/2

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

 18-02-2021 12:25:33

# Purchase Order

74902
16.02.21 11:20:52

From Company : **Modi Reality Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G.S.T No. : 36ABIFM1836H1Z7

| **Supplier Details** | | |
|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 74902 181546 |
| | **Doc Date** | 17-02-2021 |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote No** | Nil |
| 040-66335551 9618244433 | **Quote Date** | 17-02-2021 |
| | **SupplyType** | Supply |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7578 - Stationery - other - Ring Binder - other - nos | 6.00 | 95.00 | 0.00 | 18.00 | 672.60 |
| 2 | 7560 - Stationery - other - Pen - NA - nos<br>*blue-red* | 60.00 | 3.50 | 0.00 | 12.00 | 235.20 |
| 3 | 7593 - Stationery - other - Stapler - other - nos | 5.00 | 37.00 | 0.00 | 18.00 | 218.30 |
| 4 | 7509 - Stationery - other - Calculator - NA - nos | 2.00 | 158.00 | 0.00 | 18.00 | 372.88 |
| 5 | 7555 - Stationery - other - Paper - A4 - bundles | 2.00 | 230.00 | 0.00 | 12.00 | 515.20 |
| 6 | 7584 - Stationery - other - Scribbling Pads - other - nos | 4.00 | 12.00 | 0.00 | 18.00 | 56.64 |
| 7 | 7594 - Stationery - other - Stapler pin - other - boxes | 10.00 | 6.00 | 0.00 | 18.00 | 70.80 |
| 8 | 7533 - Stationery - other - Highlighter - NA - nos | 5.00 | 19.00 | 0.00 | 18.00 | 112.10 |
| 9 | 7505 - Stationery - other - Binder Clips - other - boxes | 30.00 | 20.00 | 0.00 | 18.00 | 708.00 |
| | | | | | **Total Order Value . . .** | **2,961.72** |

Rupees : Two Thousand Nine Hundred Sixty One and Paise Seventy Two Only.

<u>Terms and Conditions :-</u>

**Specification /** 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** Nilgiri Heights
pocharam
Phone. .9849497484.

**Penality For Delay** Nil

**Transportation** 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 site use purpose.

For ***Modi Reality Pocharam LLP***

Authorised Signatory

Name : 18/02/2021

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Modi Reailty pocharam LLP | Date: | 17-02-2021 |
| Site & Phase : | Niligiri Heights | Time: | 11:30 |
| Supplier | | Req. No. | 181546 |
| Material required before date: | | ID No. | No's 64017 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Ring Files | STD | 06 | No's | | |
| 2 | Blue Pens | STD | 30 | No's | | |
| 3 | Red pens | STD | 30 | No's | | |
| 4 | Stapler | STD | 05 | No's | | |
| 5 | Calculator | STD | 02 | No's | | |
| 6 | A4 size papers | STD | 02 | Bundle's | | |
| 7 | Scribbling pads | STD | 04 | No's | | |
| 8 | Stapler pins | STD | 10 | No's | | |
| 9 | Highlighter markers | STD | 05 | No's | | |
| 10 | Binder Clips | STD | 30 | No's | | |

74902

Remarks: -For site office use purpose.

| | | | |
|---|---|---|---|
| Prepared By | Anand Kishore | Approved by | |
| Sign.& Date | 17-02-2021 | Sign. & Date | |

APPROVED
18 FEB 2021
MINISH PARIKH
MANAGER PROCUREMENT

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 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

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** | | |
|---|---|---|
| Modi Realty Pocharam LLP | DC No. | 13733 |
| Nilgiri Heights, Pocharam | DC Date. | 22-02-2021 |
| | PO No. | 74902 |
| | PO Date. | 17-02-2021 |
| | Req ID | 64017 |
| GSTIN : 36ABIFM1836H1Z7 | Req Date | 17-02-2021 |
| | Loc Req No | 181546 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7578 - Stationery - other - Ring Binder - other - nos | | 6 |
| 2 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 60 |
| 3 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 5 |
| 4 | 7509 - Stationery - other - Calculator - NA - nos | | 2 |
| 5 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 2 |
| 6 | 7584 - Stationery - other - Scribbling Pads - other - nos | | 4 |
| 7 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 10 |
| 8 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 5 |
| 9 | 7505 - Stationery - other - Binder Clips - other - boxes | 8305 | 30 |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
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| 27 | | | |
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| 29 | | | |
| 30 | | | |

INWARD
Inward No: 10055 Dt: 22/02/21
MRN No: 69099 Dt: 26/2/21
Received By: Sign:
NILGIRI HEIGHTS

MODI PROPERTIES PVT LTD
INWARD
No. 4609
Date 27/2
Sign.
SEC'BAD

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**

Modi Realty Pocharam LLP

Nilgiri Heights, Pocharam

GSTIN : 36ABIFM1836H1Z7

| | |
|---|---|
| Invoice No. | 16080 |
| Invoice Date. | 22-02-2021 |
| PO No. | 74902 |
| PO Date. | 17-02-2021 |
| Req ID | 64017 |
| Req Date | 17-02-2021 |
| Loc Req No | 181546 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7578 - Stationery - other - Ring Binder - other - nos | | 6 | 95.00 | 570.00 | 18 | 102.60 |
| 2 | 7560 - Stationery - other - Pen - NA - nos blue-red | 9608 | 60 | 3.50 | 210.00 | 12 | 25.20 |
| 3 | 7593 - Stationery - other - Stapler - other - nos | 9608 | 5 | 37.00 | 185.00 | 18 | 33.30 |
| 4 | 7509 - Stationery - other - Calculator - NA - nos | | 2 | 158.00 | 316.00 | 18 | 56.88 |
| 5 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 2 | 230.00 | 460.00 | 12 | 55.20 |
| 6 | 7584 - Stationery - other - Scribbling Pads - other - | | 4 | 12.00 | 48.00 | 18 | 8.64 |
| 7 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 10 | 6.00 | 60.00 | 18 | 10.80 |
| 8 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 5 | 19.00 | 95.00 | 18 | 17.10 |
| 9 | 7505 - Stationery - other - Binder Clips - other - | 8305 | 30 | 20.00 | 600.00 | 18 | 108.00 |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

INWARD
Inward No: 10055 Dt: 22/02/21
MRN No: 89077 Dt: 26/2/21
Received By: Sign:
NILGIRI HEIGHTS

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 2,544.00 | | 417.72 |
| | 208.86 | 208.86 | Total Invoice Amount | 2,961.72 | | |

Rupees : Two Thousand Nine Hundred Sixty One and Paise Seventy Two Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

*Authorised signatory*