PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/03/2021	Prepared by:	T.D. Murthy
PO/WO no.	75097	PO / WO Date.	23/02/2021
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 5,704/-
Firm/Company	MC Modi Educational Trust	Project	Manilal Modi Memorial Hospital
Sl. No.	Bill No.	Bill Date	Bill amount
1.	16162	25/02/2021	Rs. 4,352/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,352/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13815	25/02/2021	89354	☑ 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:				Rs. 4,352/-
Amount E – PO / WO value:				Rs. 5,704/-
Amount F – Difference (A – E):				Rs. -1,352/-

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	**06/03/2021**
Remarks**: Part bill received.**	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	05 MAR 2021				
Date	5/3	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. 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

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	Invoice No.	16162
MC Modi Educational Trust	Invoice Date.	25-02-2021
manilal modi memorial hospital	PO No.	75097
	PO Date.	23-02-2021
	Req ID	64221
GSTIN : 36AAATM5488Q2ZO	Req Date	23-02-2021
	Loc Req No	162086

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7544 - Stationery - other - Marker - NA - nos	9608	30	16.00	480.00	12	57.60
	Blk-20 red-20 green-20						
2	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	blue-30 red-10						
3	7593 - Stationery - other - Stapler - other - nos	9608	3	37.00	111.00	18	19.98
	small						
4	7592 - Stationery - other - stamp pad - NA - nos	9612	4	42.00	168.00	18	30.24
5	7555 - Stationery - other - Paper - A4 - bundles	4810	10	230.00	2,300.00	12	276.00
6	4066 - Consumables - Water bottle - NA - nos		12	52.00	624.00	18	112.32
7	7505 - Stationery - other - Binder Clips - other -	8305	4	20.00	80.00	18	14.40
8							
9							
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13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	3,833.00	518.94
	259.47	259.47	Total Invoice Amount	4,351.94	

Rupees : Four Thousand Three Hundred Fifty One and Paise Ninty Four Only.

for Summit Sales LLP

INWARD No. 74851 Date: 1/3

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 23-02-2021 12:19:13 O

75097
23.02.21 5:16:09

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Summit Sales LLP	**Doc No**	75097	162086
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	23-02-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	23-02-2021	
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	7544 - Stationery - other - Marker - NA - nos *Blk-20 red-20 green-20* Bal. 30	60.00	16.00	0.00	12.00	1,075.20
2	7560 - Stationery - other - Pen - NA - nos *blue-30 red-10* Bal. 20	40.00	3.50	0.00	12.00	156.80
3	7593 - Stationery - other - Stapler - other - nos *small*	3.00	37.00	0.00	18.00	130.98
4	7592 - Stationery - other - stamp pad - NA - nos	4.00	42.00	0.00	18.00	198.24
5	7555 - Stationery - other - Paper - A4 - bundles	10.00	230.00	0.00	12.00	2,576.00
6	4066 - Consumables - Water bottle - NA - nos Bal. 12	24.00	52.00	0.00	18.00	1,472.64
7	7505 - Stationery - other - Binder Clips - other - boxes	4.00	20.00	0.00	18.00	94.40
			Total Order Value . . .			**5,704.26**

Rupees : Five Thousand Seven Hundred Four and Paise Twenty Six Only.

=) Part - Bill received of Rs. 4352/-
B.no 16162 and Bal. Bill of
25/2/21
Rs. 1,352/- to be receivable.
5/3/21.

Terms and Conditions :-

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 Manilal Modi Memorial Hospital

.

Phone. .

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.

Completion Date NA

Measurment NA

Security Nil

For ***MC Modi Educational Trust***
Authorised Signatory

Name : 23/02/2021

Contact

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

Name : ____________

Date : __/__/____

Purchase Order

Remarks

For ***MC Modi Educational Trust***

Authorised Signatory

23/02/2021

Name : ______

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	MCMET	Date:	23.02.2021
Site & Phase :	Manilal Modi Memorial Hospital	Time:	10:30AM
Supplier		Req. No.	162086
Material required before date: 25.02.2021		ID No.	64221

No	Description	Size	Quantity	Units	Inward No	Date
1	Black Marker		20	Nos		
2	Red Marker		20	Nos		
3	Green Marker		20	Nos		
4	Blue pens		30	Nos		
5	Red Pens		10	Nos		
6	Stapler	Small	03	Nos		
7	Stamp Pad		04	Nos		
8	A4 size Paper (JK Copier)		10	Nos		
9	Water Bottles		24	Nos		
10	Binder Clips		04	Boxes		

75097

47

APPROVED
23 FEB 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Towards site office use.			
Prepared By	Pushpalatha	Approved by	T.Madhu
Sign.& Date	23.02.2021	Sign. & Date	23.02.2021

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		
MC Modi Educational Trust	DC No.	13815
manilal modi memorial hospital	DC Date.	25-02-2021
	PO No.	75097
	PO Date.	23-02-2021
	Req ID	64221
	Req Date	23-02-2021
GSTIN : 36AAATM5488Q2ZO	Loc Req No	162086

	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	30
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	7593 - Stationery - other - Stapler - other - nos	9608	3
4	7592 - Stationery - other - stamp pad - NA - nos	9612	4
5	7555 - Stationery - other - Paper - A4 - bundles	4810	10
6	4066 - Consumables - Water bottle - NA - nos		12
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	4
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MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 46239 Date: 4/3

INWARD
Inward No: 10169 Dt: 26/2/21
MRN No: 89354 Dt: 27/2/21
Received By: Sign:
MC MODI EDUCATIONAL TRUST

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

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

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

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7	7505 - Stationery - other - Binder Clips - other -	8305	4	20.00	80.00	18	14.40
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IGST	CGST	SGST	Total Taxable Amount	3,833.00		518.94
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction