PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/3/21	Prepared by:	NEHA
PO/WO no.	75146	PO / WO Date.	24/2/21
Supplier Name	SSLHP	PO/WO amount	5664/-
Firm/Company	MPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	16117	24/2/21	5664/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5664/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13770	24/2/21		□ 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:	5,664/-
Amount E – PO / WO value:	5,664/-
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	16/3/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	APPROVED 11 MAR 2021				
Date	9/3/21	11/3	MINISH PARIKH				

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/-

ORIGINAL INVOICE

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

Customer Details	Invoice No.	16117
Modi Properties Pvt. Ltd.	Invoice Date.	24-02-2021
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	75146
	PO Date.	24-02-2021
	Req ID	64314
GSTIN : 36AABCM4761E1ZM	Req Date	24-02-2021
	Loc Req No	182657

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4525 - Electrical - other - Ceiling fan - other - nos	84145120	4	1200.00	4,800.00	18	864.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	4,800.00		864.00
	432.00	432.00	Total Invoice Amount	5,664.00		

Rupees : Five Thousand Six Hundred Sixty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD

74788
1/3

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.	13770
Modi Properties Pvt. Ltd.	DC Date.	24-02-2021
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	75146
	PO Date.	24-02-2021
	Req ID	64314
GSTIN : 36AABCM4761E1ZM	Req Date	24-02-2021
	Loc Req No	182657

	Description of Goods	HSN/SAC	Qty
1	4525 - Electrical - other - Ceiling fan - other - nos	84145120	4
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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30			

INWARD
Inward No: 866 Dt: 24/02/21
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

46212
2/3

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

Customer Details	Invoice No.	16117
Modi Properties Pvt. Ltd.	Invoice Date.	24-02-2021
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	75146
	PO Date.	24-02-2021
	Req ID	64314
GSTIN : 36AABCM4761E1ZM	Req Date	24-02-2021
	Loc Req No	182657

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4525 - Electrical - other - Ceiling fan - other - nos	84145120	4	1200.00	4,800.00	18	864.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	4,800.00		864.00
	432.00	432.00	Total Invoice Amount		5,664.00	

Rupees : Five Thousand Six Hundred Sixty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 24-02-2021 14:02:53

75146
23.02.21 5:16:58

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 Sales LLP	**Doc No**	75146	182657
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	24-02-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	24-02-2021	
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	4525 - Electrical - other - Ceiling fan - other - nos	4.00	1,200.00	0.00	18.00	5,664.00
					Total Order Value . . .	**5,664.00**

Rupees : Five Thousand Six Hundred Sixty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, Seawind model
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next 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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for HO ofice purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

Name : 24/02/2021

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

1

Requisition Form

Company Name:	MPPL	Date:	24-02-2020
Site & Phase :	Head office	Time:	11:10AM
Supplier		Req. No.	182657
Material required before date:	Urgent	ID No.	64314

No	Descriptioiln	Size	Quantity	Units	Inward No	Date
1	Ceiling fans (white)	std	04	Nos		
2	25146					
3						
4						
5						
6						
7						
8			APPROVED			
9			24 FEB 2021			
10						

Remarks :Towards 2nd floor 3 for meeting rooms and 1 for tot lot area work purpose.

Prepared By	Meenakshi.N	Approved by	
Sign.& Date	24-02-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.