PURCHASE DIVISION Regi

Advice for approval for credit to supplier

Date:	15/3/21	Prepared by:	PRABHAKAR
PO/WO no.	75222	PO / WO Date.	25/2/21
Supplier Name	SSLLP	PO/WO amount	826.38
Firm/Company	MPPL	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	16208	1/3/21	826.38
2			/
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			826.38

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	13861	1/3/21	89532	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :_Transportation charges/Charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	826.38
Amount E – PO / WO value:	826.38
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 b~~elow)
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	15/3
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 10 MAR 2021				
Date		10/3	MINISH PATICH				

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

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 **ORIGINAL INVOICE**

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Private Limited,.	Invoice No.	16208
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	01-03-2021
	PO No.	75222
	PO Date.	25-02-2021
	Req ID	64333
	Req Date	24-02-2021
GSTIN : 36AABCM4761E1ZM	Loc Req No	177426

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos blue-40 blk-20	9608	60	3.50	210.00	12	25.20
2	7593 - Stationery - other - Stapler - other - nos	9608	5	37.00	185.00	18	33.30
3	7509 - Stationery - other - Calculator - NA - nos		2	158.00	316.00	18	56.88
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12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	711.00		115.38
	57.69	57.69	Total Invoice Amount		826.38	

Rupees : Eight Hundred Twenty Six and Paise Thirty Eight Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 150
Date: 2/3/21
Sign: [illegible]

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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 Properties Private Limited,. Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC No.	13861
	DC Date.	01-03-2021
	PO No.	75222
	PO Date.	25-02-2021
	Req ID	64333
GSTIN : 36AABCM4761E1ZM	Req Date	24-02-2021
	Loc Req No	177426

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	60
2	7593 - Stationery - other - Stapler - other - nos	9608	5
3	7509 - Stationery - other - Calculator - NA - nos		2
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8/3

INWARD
Inward No: 5746 Dt: 01/3/21
MRN No: 89532 Dt:
Received By: Sign: Nizam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

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 TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Modi Properties Private Limited,.

Sy No. 82/1, Mallapur, Nacharam, Hyderabad

GSTIN : 36AABCM4761E1ZM

Invoice No.	16208
Invoice Date.	01-03-2021
PO No.	75222
PO Date.	25-02-2021
Req ID	64333
Req Date	24-02-2021
Loc Req No	177426

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos blue-40 blk-20	9608	60	3.50	210.00	12	25.20
2	7593 - Stationery - other - Stapler - other - nos	9608	5	37.00	185.00	18	33.30
3	7509 - Stationery - other - Calculator - NA - nos		2	158.00	316.00	18	56.88
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15							

IGST	CGST	SGST				
	57.69	57.69	Total Taxable Amount	711.00		115.38
			Total Invoice Amount	826.38		

Rupees : Eight Hundred Twenty Six and Paise Thirty Eight Only.

INWARD

Inward No: 5746	Dt: 01/3/21
MRN No: 89539	Dt:
Received By:	Sign: Nizam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

 25-02-2021 14:30:32

Purchase Order

75222
25.02.21 10:26:00

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	75222	177426
	Doc Date	25-02-2021	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	25-02-2021	
	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 *blue-40 blk-20*	60.00	3.50	0.00	12.00	235.20
2	7593 - Stationery - other - Stapler - other - nos	5.00	37.00	0.00	18.00	218.30
3	7509 - Stationery - other - Calculator - NA - nos	2.00	158.00	0.00	18.00	372.88
					Total Order Value . . .	**826.38**

Rupees : Eight Hundred Twenty Six and Paise Thirty Eight Only.

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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties pvt.ltd	Date:	24.02.2021
Site & Phase :	May Flower Platinum	Time:	11:17
Supplier		Req.No.	177426
Material required before date:	27.02.2021	ID No.	64333

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue Pens	std	04	Boxes		
2	Black Pens	std	02	Boxes		
3	Small Staplers	std	05	No's		
4	Calculators 75222	std	02	No's		
5						
6						
7						
8						
9						
10						

Remarks: Towards Office use purpose

Prepared By	B.Nandini	Approved by	S.V.Subba Reddy
Sign.& Date	24.02.2021	Sign. & Date	24.02.2021

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

APPROVED
24 FEB 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE