PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 15-04-21 | Prepared by: | PRABHAKAR |
| PO/WO no. | 76198 | PO / WO Date. | 6-4-21 |
| Supplier Name | SUMMIT SALES LLP | PO/WO amount | 1,589-30 |
| Firm/Company | Modi Properties Pvt Ltd | Project | MPL |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 16841 | 7-4-21 | 1,589-30 |
| 2 | | | |
| 3 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 1,589-30 |

| Sl. No. | DC.No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 14442 | 7-4-21 | 91041 | ☑ 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: | 1,589-30 |
| Amount E – PO / WO value: | 1,589-30 |
| 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 | **19-04-21** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | [signature] | | | | | |
| Date | | 16/4/21 | | | | | |

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 Properties Private Limited,. | Invoice No. | 16841 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | Invoice Date. | 07-04-2021 |
| | PO No. | 76198 |
| | PO Date. | 06-04-2021 |
| | Req ID | 65209 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 05-04-2021 |
| | Loc Req No | 177556 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 60 | 3.50 | 210.00 | 12 | 25.20 |
| | Blue/ Black/ Red | | | | | | |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - | | 25 | 12.00 | 300.00 | 18 | 54.00 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 2 | 19.00 | 38.00 | 18 | 6.84 |
| | Big | | | | | | |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 3 | 6.30 | 18.90 | 18 | 3.40 |
| | Small | | | | | | |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 20 | 20.00 | 400.00 | 12 | 48.00 |
| 6 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 10 | 16.00 | 160.00 | 12 | 19.20 |
| | Black | | | | | | |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 | 18.90 | 189.00 | 12 | 22.68 |
| 8 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 2 | 42.00 | 84.00 | 12 | 10.08 |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 1,399.90 | 189.40 |
|---|---|---|---|---|---|
| | 94.70 | 94.70 | Total Invoice Amount | 1,589.30 | |

Rupees : One Thousand Five Hundred Eighty Nine and Paise Thirty Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. SEC'BAD INWARD No. 76433 Date 10/4

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 06-04-2021 17:09:09

76198
30.03.21 4:51:32

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 76198 | 177556 |
| | **Doc Date** | 06-04-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 06-04-2021 | |
| 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 | 7560 - Stationery - other - Pen - NA - nos<br>*Blue/ Black/ Red* | 60.00 | 3.50 | 0.00 | 12.00 | 235.20 |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - nos | 25.00 | 12.00 | 0.00 | 18.00 | 354.00 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*Big* | 2.00 | 19.00 | 0.00 | 18.00 | 44.84 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*Small* | 3.00 | 6.30 | 0.00 | 18.00 | 22.30 |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 20.00 | 20.00 | 0.00 | 12.00 | 448.00 |
| 6 | 7544 - Stationery - other - Marker - NA - nos<br>*Black* | 10.00 | 16.00 | 0.00 | 12.00 | 179.20 |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 10.00 | 18.90 | 0.00 | 12.00 | 211.68 |
| 8 | 7563 - Stationery - other - Pencil - NA - boxes | 2.00 | 42.00 | 0.00 | 12.00 | 94.08 |
| | | | | **Total Order Value . . .** | | **1,589.30** |

Rupees : One Thousand Five Hundred Eighty Nine and Paise Thirty 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<br>Sy 82/1, Mallapur, Nacharam.<br>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 |

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

Authorised Signatory

Name : ____

Contact : ____

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____

Date : __/__/____

# Purchase Order

 06-04-2021 17:09:09

Original / Office Copy / Purchase Div.Copy

**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: | 05.04.2021 |
| Site & Phase : | May Flower Platinum | Time: | 12;11 |
| Supplier | | Req.No. | 177556 |
| Material required before date: 08.04-2021 | | ID No. | 65209 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Pens blue /black /red 60 | Std | 05 | Nos | | |
| 2 | Scrbling pads | Std | 25 | Nos | | |
| 3 | Stapler pins small /big 3 2 | Std | 05 | Boxes | | |
| 4 | Highlaters 20 | Std | 02 | Packets | | |
| 5 | Markers black 12 76198 | Std | 10 | Boxes | | |
| 6 | Small markers | Std | 10 | No s | | |
| 7 | Pencils | Std | 02 | Boxes | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: for site use purpose

| | | | |
|---|---|---|---|
| Prepared By | K.Sravani Reddy | Approved by | S.V.Subba Reddy |
| Sign.& Date | 05.04.2021 | Sign. & Date | |

Note:

APPROVED
07 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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,. | DC No. | 14442 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | DC Date. | 07-04-2021 |
| | PO No. | 76198 |
| | PO Date. | 06-04-2021 |
| | Req ID | 65209 |
| GSTIN : 36AABCM4761E1ZM | Req Date | 05-04-2021 |
| | Loc Req No | 177556 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 60 |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - nos | | 25 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 2 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 3 |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 20 |
| 6 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 10 |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 |
| 8 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 2 |
| 9 | | | |
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MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 41152
Date 8/4
Sign

**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

| INWARD | |
|---|---|
| Inward No: 16123 | Dt: 7/4/21 |
| MRN No: 9104 | Dt: |
| Received By: | Sign: Nizam |
| MODI PROPERTIES PVT. LTD. Sy.No. 82/1. | |

*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 Properties Private Limited,. | Invoice No. | 16841 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | Invoice Date. | 07-04-2021 |
| | PO No. | 76198 |
| | PO Date. | 06-04-2021 |
| | Req ID | 65209 |
| | Req Date | 05-04-2021 |
| GSTIN : 36AABCM4761E1ZM | Loc Req No | 177556 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 60 | 3.50 | 210.00 | 12 | 25.20 |
| | Blue/ Black/ Red | | | | | | |
| 2 | 7584 - Stationery - other - Scribbling Pads - other - | | 25 | 12.00 | 300.00 | 18 | 54.00 |
| 3 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 2 | 19.00 | 38.00 | 18 | 6.84 |
| | Big | | | | | | |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 3 | 6.30 | 18.90 | 18 | 3.40 |
| | Small | | | | | | |
| 5 | 7533 - Stationery - other - Highlighter - NA - nos | 9608 | 20 | 20.00 | 400.00 | 12 | 48.00 |
| 6 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 10 | 16.00 | 160.00 | 12 | 19.20 |
| | Black | | | | | | |
| 7 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 10 | 18.90 | 189.00 | 12 | 22.68 |
| 8 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 2 | 42.00 | 84.00 | 12 | 10.08 |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 1,399.90 | 189.40 |
|---|---|---|---|---|---|
| | 94.70 | 94.70 | Total Invoice Amount | 1,589.30 | |

Rupees : One Thousand Five Hundred Eighty Nine and Paise Thirty Only.

**for Summit Sales LLP**

*Authorised signatory*

INWARD
Inward No: 6623 Dt: 7/4/21
MRN No: 91041 Dt:
Received By: Sign: Nilsam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

Subject to Hyderabad Jurisdiction