missing Bill

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/04/2021	Prepared by:	T.D. Murthy
PO/WO no.	74824	PO / WO Date.	15/02/2021
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 29,836/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	16058	20/02/2021	Rs. 21,246/-
2.	-	-	-
3.	-	-	-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 21,246/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	3569	23/12/2020	-	☑ 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. 21,246/-
Amount E – PO / WO value:	Rs. 29,836/-
Amount F – Difference (A – E):	Rs. -8,590/-
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	**24/04/2021**

Remarks**: Final bill received.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	22/4/21	22/4					

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

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 Pvt. Ltd.	Invoice No.	16058
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	20-02-2021
	PO No.	74824
	PO Date.	15-02-2021
	Req ID	62513
	Req Date	22-12-2020
GSTIN : 36AABCM4761E1ZM	Loc Req No	16773

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9072 - Tiles - Bathroom wall tiles malashiyan brown		43	211.83	9,108.69	18	1,639.56
2	9074 - Tiles - Bathroom malashiyan brown HL - 10		18	211.83	3,812.94	18	686.32
3	9073 - Tiles - Bathroom wall tiles malashiyan brown		24	211.83	5,083.92	18	915.12
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	18,005.55	3,241.00
	1,620.50	1,620.50	Total Invoice Amount	21,246.55	

Rupees : Twenty One Thousand Two Hundred Fourty Six and Paise Fifty Five Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 79808 Date 22/4

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 21-04-2021 14:07:48 Original / Office Copy / Purchase Div.Copy

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 **GSTIN** 36ACQFS2044C1Z7 040-66335551 9618244433	**Doc No**	74824	16773
	Doc Date	15-02-2021	
	Quote No	Nil	
	Quote Date	23-12-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes	43.00	211.83	0.00	18.00	10,748.25
2	9074 - Tiles - Bathroom malashiyan brown HL - 10 IN X 15 IN X 8 Pieces - Boxes	18.00	211.83	0.00	18.00	4,499.27
3	9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes	24.00	211.83	0.00	18.00	5,999.03
4	9090 - Tiles - Bathroom floor jaipur panna - 12 in X 12 in X12 pieces - Boxes	12.00	451.54	0.00	18.00	6,393.81
5	9082 - Tiles - Utility walls or kitchen dado blanco white - 12in X 12in x12 pieces - Boxes	4.00	465.28	0.00	18.00	2,196.12
					Total Order Value . . .	**29,836.48**

Rupees : Twenty Nine Thousand Eight Hundred Thirty Six and Paise Fourty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be Nitco brand Rate per Sft is Rs. 40.04/
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a 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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Req no 99385 tiles qty is also included in this PO.

=> Original office copy misplaced please give "NOC" for Bill Clearance.
22/4/21.

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form

Company Name:	MODI PROPERTIES PVT LTD	Date:	15/02/2021
Site & Phase :	HEAD OFFICE	Time:	13:00
Supplier		Req. No.	16773
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	MALAYSIAN BROWN LT	10'' X 15''	43	BOXES		
2	MALAYSIAN BROWN HL	10'' X 15''	18	BOXES		
3	MALAYSIAN BROWN DK	10'' X 15''	24	BOXES		
4	JAIPUR PANNA	12'' X 12''	12	BOXES		
5	BIANCO WHITE	12'' X 12''	4	BOXES		

Remarks: ABOVE ORDER FOR HEAD OFFICE PURPOSE.

Prepared By	PRABHAKAR	Sign. & Date	APPROVED 23 APR 2021 P. PRABHAKAR Sr. MANAGER PURCHASE
Date:	15/02/2021		

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

Vinjade

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi properties pvt. Ltd.

Site: Head office.

DC No.	: 3569
Date	:
Vehicle No.	: TS10UA0143
P.O. / W.O. No.	: 74824
P.O. / W.O. Date	: 23/12/20

Sl. No.	PARTICULARS	Quantity
1		
2	Malasian Brown LT (10x15)	43 boxes
3	Malasian Brown HL (10x15)	18 boxes
4	Malasian Brown DK (10x15)	24 boxes.
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
		85 boxes.

GSTIN :

Received the above materials in good condition.

Received by : Narender

Stamp:

Date : 23/12/20

For SUMMIT SALES LLP

Snehapriya

Authorised Signatory