PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	30/5/21	Prepared by:	Prabhakar
PO/WO no.	76734	PO / WO Date.	27/4/21
Supplier Name	838LP	PO/WO amount	2016.36
Firm/Company	MPPL	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	17315	10/5/21	488.74
2			
3			
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			488.74

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14817	10/5/21	91960	☑ 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:	488.74
Amount E – PO / WO value:	2016.36
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	1/6/21
Remarks:	Pend BS11

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		30/5/21					

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

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		
Modi Properties Private Limited,.	Invoice No.	17315
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	10-05-2021
	PO No.	76734
	PO Date.	27-04-2021
	Req ID	65685
GSTIN : 36AABCM4761E1ZM	Req Date	26-04-2021
	Loc Req No	177605

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	40	3.50	140.00	12	16.80
	Black						
3	7544 - Stationery - other - Marker - NA - nos	9608	10	16.00	160.00	12	19.20
	Back						
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
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IGST	CGST	SGST				
			Total Taxable Amount	433.00		55.74
	27.87	27.87	Total Invoice Amount	488.74		

Rupees : Four Hundred Eighty Eight and Paise Seventy Four Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT LTD INWARD No. 8042 Date 12/5 SECUNDERABAD

Authorised signatory

Purchase Order

76734
16.04.21 1:14:54

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**	76734	177605
	Doc Date	27-04-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	27-04-2021	
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 *Blue*	60.00	3.50	0.00	12.00	235.20
2	7560 - Stationery - other - Pen - NA - nos *Black*	60.00	3.50	0.00	12.00	235.20
3	7560 - Stationery - other - Pen - NA - nos *Red*	25.00	3.50	0.00	12.00	98.00
4	7594 - Stationery - other - Stapler pin - other - boxes *Small*	5.00	6.00	0.00	18.00	35.40
5	7594 - Stationery - other - Stapler pin - other - boxes *Big*	5.00	21.00	0.00	18.00	123.90
6	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.90	0.00	12.00	211.68
7	7528 - Stationery - other - Fevistick - NA - nos	10.00	20.00	0.00	12.00	224.00
8	7544 - Stationery - other - Marker - NA - nos *Back*	10.00	16.00	0.00	12.00	179.20
9	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
10	7593 - Stationery - other - Stapler - other - nos *Big*	2.00	189.00	0.00	18.00	446.04
11	7592 - Stationery - other - stamp pad - NA - nos	2.00	44.00	0.00	18.00	103.84
					Total Order Value . . .	**2,016.36**

Rupees : Two Thousand Sixteen and Paise Thirty Six 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

Part matred
Invoice no: 17152
Amount: 1527.62
Date: 28/4/21

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/____

Purchase Order

27-04-2021 13:12:24

Original / Office Copy / Purchase Div.Copy

...ion	Transport cost shall be borne by us.
...nty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for circulars filling plans filling purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

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

Authorised Signatory

Name:

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

...ame:	Modi Properties Pvt Ltd	Date:	26.04.2021
... Phase :	May Flower Platinum	Time:	10.44
Supplier		Req.No.	177605
Material required before date:	29.04.2021	ID No.	65685

No	Description	Size	Quantity	Units	Inward No	Date
1	Pens blue /black /red	Std	05	Boxes		
2	Scrbling pads	Std	15	Nos		
3	Stapler pins small /big	Std	05	Boxes		
4	Fevistick	Std	10	Nos		
5	Markers black	Std	10	Boxes		
6	Small markers 76734	Std	10	No s		
7	Whiteners	Std	05	Nos		
8	**Staplar big**	Std	02	No		
9	Stamp pad	Std	02	Nos		
10						

Remarks: for site use purpose

Prepared By	K.Sravani Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	26.04.2021	Sign. & Date	

APPROVED
27 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Note:

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.	14817
Modi Properties Private Limited,.	DC Date.	10-05-2021
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	76734
	PO Date.	27-04-2021
	Req ID	65685
GSTIN : 36AABCM4761E1ZM	Req Date	26-04-2021
	Loc Req No	177605

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7560 - Stationery - other - Pen - NA - nos	9608	40
3	7544 - Stationery - other - Marker - NA - nos	9608	10
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
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Subject to Hyderabad Jurisdiction

INWARD	
Inward No 6377	Dt: 10/5/21
MRN No: 91966	Dt:
Received By:	Sign: 11/13 am
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 11653
Date. 11/5
Sign.

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.	17315
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	10-05-2021
	PO No.	76734
	PO Date.	27-04-2021
	Req ID	65685
GSTIN : 36AABCM4761E1ZM	Req Date	26-04-2021
	Loc Req No	177605

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IGST	CGST	SGST				
			Total Taxable Amount	433.00		55.74
	27.87	27.87	Total Invoice Amount	488.74		

Rupees : Four Hundred Eighty Eight and Paise Seventy Four Only.

for Summit Sales LLP

INWARD	
Inward No 16379	Dt: 10/5/21
MRN No: 9966	Dt:
Received By:	Sign: Nigam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

Subject to Hyderabad Jurisdiction

Authorised signatory