PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05-06-21	Prepared by:	BHAVANI
PO/WO no.	77034	PO / WO Date.	10-05-21
Supplier Name	Summit Sales LLP	PO/WO amount	990
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	17464	26-05-21	990
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			990/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14971	26-05-21		□ 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:	990
Amount E – PO / WO value:	990
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	10-6-21
Remarks: Incentive Rs-20/-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	5/6/21	8/6					

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 Pvt. Ltd.	Invoice No.	17464
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	26-05-2021
	PO No.	77034
	PO Date.	10-05-2021
	Req ID	65967
GSTIN : 36AABCM4761E1ZM	Req Date	03-05-2021
	Loc Req No	182851

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1	839.00	839.00	18	151.02
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	839.00		151.02
	75.51	75.51	Total Invoice Amount	990.02		

Rupees : Nine Hundred Ninty and Paise Two Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
No. 80675
Date 24-5
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

10-May-21 2:40:04 PM

77034
06 05 21 4:35:38

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**	77034	182851
	Doc Date	10-05-2021	
	Quote No	NIL	
	Quote Date	10-05-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7663 - Stationery -other - Executive bag - NA - nos	1.00	839.00	0.00	18.00	990.02
					Total Order Value . . .	**990.02**

Rupees : Nine Hundred Ninty and Paise Two Only.

Terms and Conditions :-

Specification / Brand	All are branded items
Payment Terms	After delivery
Tax	Included
Delivery Date	With in 2 days
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 Sujatha-Accounts , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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:	03-05-2021
Site & Phase :	Head office	Time:	
Supplier		Req. No.	182851
		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Laptop-Backpack Bag		1			
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By	Snigdha	Approved by	
Sign.& Date	3/5/2021	Sign. & Date	

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

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 Pvt. Ltd.	DC No.	14971
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	DC Date.	26-05-2021
	PO No.	77034
	PO Date.	10-05-2021
	Req ID	65967
GSTIN : 36AABCM4761E1ZM	Req Date	03-05-2021
	Loc Req No	182851

	Description of Goods	HSN/SAC	Qty
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1
2			
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction