PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16/6/21	Prepared by:	S. SHARVANI
PO/WO no.	47080	PO / WO Date.	10/5/2021
Supplier Name	SSLLP	PO/WO amount	38,840
Firm/Company	Serene Construction LLP	Project	Serene farms
Sl. No.	Bill No.	Bill Date	Bill amount
1	17453	06/5/21	38,840
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			38,840

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ 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:	38,840
Amount E – PO / WO value:	38,840
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	23/6/21
Remarks: –	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date 16/6		16/6					

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

#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		
Serene Constructions LLP	Invoice No.	17453
Sy No. 44, Yenkepally Village, Chevella Mandal, RR Disterict, 501203	Invoice Date.	26-05-2021
	PO No.	77080
	PO Date.	10-05-2021
	Req ID	65968
GSTIN : 36ACVFS7909P1ZV	Req Date	07-05-2021
	Loc Req No	182850

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	5003 - Equipment - consumable durable - Laptop -	84713010	1	32915.00	32,915.00	18	5,924.70
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	32,915.00		5,924.70
	2,962.35	2,962.35	Total Invoice Amount	38,839.70		

Rupees : Thirty Eight Thousand Eight Hundred Thirty Nine and Paise Seventy Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
No. 80664
Date 21.5.
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 10-May-21 5:47:31 PM

77080
06.05.21 4:35:38

From Company : **Serene Constructions LLP**
5-4-187/374,ii Floor,M.G.Road,Secunderabad-500 003.
G S T No. : 36ACVFS7909P1ZV

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**	77080	182850
	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	5003 - Equipment - consumable durable - Laptop - NA - nos	1.00	32,915.00	0.00	18.00	38,839.70
					Total Order Value . . .	**38,839.70**

Rupees : Thirty Eight Thousand Eight Hundred Thirty Nine and Paise Seventy Only.

Terms and Conditions :-

Specification / Brand	Item shall be HP 14 ultra thin and light 14 inch laptop, 10th gen i3-1005G1/8GB/256GB SSD/Win 10 home/MS Office/1.47 kg/Jet black, 14s-cf3074TU, B08G24RGKS
Payment Terms	After Delivery & Production of bill
Tax	Included in the above prices
Delivery Date	Tomorrow
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal,RR.Dist-501 503 Phone. ..
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	One year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damages if any in suppliers account at the time of delivery and instalation, above order is for Office, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Laptop bag not given to meenakshi

For *Serene Constructions LLP*
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/__

REQUISITION FORM (Note: WRITE IN CAPITAL LETTERS)

Company Name	Serene Constructions LLP				
Site & Phase	Serene Farms			Requisition No.	182850
Date	7-5-21	Time:	12:00 PM		65968
Supplier					
Material required before				Time:	
Sl. No.	Description		SIZE	QTY	UNITS
1	HP Laptop, 10th Gen 77080		NA	1	Nos
2					
Remarks: For Office, purpose.					
				ID. No:	
Prepared By:	Prabhakar	Approved By:			
Sign. & Date:	07-05-21	Sign. & Date:			

APPROVED
10 MAY 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Regarding Received intimation of Laptop

From: S G Sarwar (sarwar@modiproperties.com)

To: prabhakar@modiproperties.com

Cc: serene-const@modiproperties.com; shivaprasad@modiproperties.com

Date: Tuesday, June 15, 2021, 03:42 PM GMT+5:30

Dear Prabhakar sir

We received an HP laptop at Serene farm with Invoice no - 17453.

This is for your information.

Regards,

S G Sarwar
Asst: Project Manager (Site In-charge) | +91 7319104968 | sarwar@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
5–4–187/ 3 & 4, M G Road, Secunderabad – 03 | +91 40 66335551
Don't just buy a flat or villa! Buy a great lifestyle!
We build affordable flats & villas in gated communities.