PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14.6.21	Prepared by:	T Bhasker
PO/WO no.	76829	PO / WO Date.	30/4/21
Supplier Name	SSLLP	PO/WO amount	7328
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	1751	31/5/21	2931
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2931

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:	2931
Amount E – PO / WO value:	7328
Amount F – Difference (A – E): GST-18%	4397

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	18/6/21
Remarks:	Short Recd Barcode missing in PO

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	14.6.21	14/6/21					

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

#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.

HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD

GSTIN : 36AABCM4761E1ZM

Invoice No.	17511
Invoice Date.	31-05-2021
PO No.	76829
PO Date.	30-04-2021
Req ID	65807
Req Date	30-04-2021
Loc Req No	182808

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	3002 - Cement - PPC - 50kgs - bags	2523	10	229.00	2,290.00	28	641.20
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,290.00		641.20
	320.60	320.60	Total Invoice Amount	2,931.20		

Rupees : Two Thousand Nine Hundred Thirty One and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 14-Jun-21 1:00:04 PM

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	76829	182808
Doc Date	30-04-2021	
Quote No	NIL	
Quote Date	30-04-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3002 - Cement - PPC - 50kgs - bags	25.00	229.00	0.00	28.00	7,328.00
					Total Order Value . . .	**7,328.00**

Rupees : Seven Thousand Three Hundred Twenty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Sri Chakra brand/company
Payment Terms	After Delivery & Production of bill
Tax	Included in the above price
Delivery Date	within 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	Included in the above prices
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the rights to the items not conforming to qty & specs. Hamali chrges extra 12 Rs per bag..Above order for 3 floor purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Collect material from SOVLLP

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

Name : ____________________

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

Name : ____________________

Date : __/__/____

Material received

From: meenakshi.n . (meenakshi.n@modiproperties.com)

To: prabhakar@modiproperties.com

Cc: sai@modiproperties.com

Date: Monday, June 14, 2021, 12:10 PM GMT+5:30

to,
Prabhakar sir.
Invoice no-17104 PO no. 76269.
Material- tiles
Invoice no-17240 Po no.76858.
material- sheets fishers and screws
Invoice no-17511 Po no. 76829.
Material cement 10 bags
We have received these material sir ,and have received new laptop from laxmi mam.
This is for your information sir.
Best regards,
Meenakshi.N

17450

REQUISITION FORM (Note: WRITE IN CAPITAL LETTERS)

Company Name	Mosi Properties Pvt Ltd				
Site & Phase	HO			Requisition No.	182808
Date	31-5-21	Time:	11:00 Am		
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1	Cement Bags	50 KG	25	NOS

Remarks: For 3rd floor purpose

Prepared By:	Meenakshi	Approved By:	
Sign. & Date:	31-05-21	Sign. & Date:	

APPROVED
AP No.
04 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE