PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25-6-21	Prepared by:	Anil
PO/WO no.	71381	PO / WO Date.	16-10-20
Supplier Name	CSIIP	PO/WO amount	12,880/-
Firm/Company	Modi Properties Pvt Ltd.	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	17917	25-6-21	12,880/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,880/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	2684	9-10-20		□ 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:	12,880/-
Amount E – PO / WO value:	12,880/-
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	28-6-21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 25 JUN 2021				
Date	25/6/21		MANISH MANIKH				

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

TRANSIT COPY

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.	17917
Invoice Date.	25-06-2021
PO No.	71381
PO Date.	16-10-2020
Req ID	60813
Req Date	16-10-2020
Loc Req No	16591

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	50	230.00	11,500.00	12	1,380.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	11,500.00		1,380.00
	690.00	690.00	Total Invoice Amount		12,880.00	

Rupees : Twelve Thousand Eight Hundred Eighty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-10-2020 14:52:50

71381
10.10.20 12:35:31

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**	71381	16591
	Doc Date	16-10-2020	
	Quote No	Nil	
	Quote Date	16-10-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	50.00	230.00	0.00	12.00	12,880.00
					Total Order Value . . .	**12,880.00**

Rupees : Twelve Thousand Eight Hundred Eighty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

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

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Company Name	Modi Properties Pvt.Ltd				
Site & Phase	Head Office			Requisition No.	16591
Date	09-10-2020	Time	11:30 AM		60813
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	A4 Paper bundle	std	50	Bundle
	P.O. 71381			

Remarks:

		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	09-10-2020	Sign. & Date:	

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s MPPL

Site: Head office Secondrabad

DC No. : 2684
Date : 9/10/2020
Vehicle No. TS10 UB 5649
~~P.O. / W.O.~~ No. :
~~P.O. / W.O.~~ Date :

Sl. No.	PARTICULARS	Quantity
1	A4 Paper bundle (New)	50 Bundle
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16	Send to HO for [illegible]	
17		
18		
19		
20		50 Bundle

INWARD
Inward No: 548 Dt: 09/10/2
MRN No: Dt:
Received By: [illegible] Sign:
MODI PROPERTIES

GSTIN :

Received the above materials in good condition.

Received by Madhu babu

Stamp: M. mad

Date : 9/10/2020

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 41853
Date 13/10
Sign.

For **SUMMIT SALES LLP**

Authorised Signatory