PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	24/8/21	Prepared by:	Prabhakar
PO/WO no.	79398	PO / WO Date.	5/8/21
Supplier Name	SSLLP	PO/WO amount	2597.73
Firm/Company	OMPPL	Project	OMPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	18722	7/8/21	2597.73
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2597.73

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	15993	7/8/21	94888	☑ 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:	2597.73
Amount E – PO / WO value:	2597.73
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	23/8/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		24/8/21					

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. 0,000/- 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

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Properties Private Limited,.	Invoice No.	18722
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	07-08-2021
	PO No.	79398
	PO Date.	05-08-2021
	Req ID	68188
GSTIN : 36AABCM4761E1ZM	Req Date	04-08-2021
	Loc Req No	177889

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Blue	9608	50	3.50	175.00	12	21.00
2	7560 - Stationery - other - Pen - NA - nos Black	9608	20	3.50	70.00	12	8.40
3	7560 - Stationery - other - Pen - NA - nos Red	9608	20	3.50	70.00	12	8.40
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7538 - Stationery - other - L - File Folders - NA - nos		50	8.40	420.00	18	75.60
6	7573 - Stationery - other - Punch - other - nos		3	126.00	378.00	18	68.04
7	7593 - Stationery - other - Stapler - other - nos	9608	5	36.75	183.75	18	33.08
8	7505 - Stationery - other - Binder Clips - other - 32mm	8305	5	45.00	225.00	18	40.50
9	7505 - Stationery - other - Binder Clips - other - 19mm	8305	5	25.20	126.00	18	22.68
10	7594 - Stationery - other - Stapler pin - other - boxes Small-03 Big-02	7415	5	6.00	30.00	18	5.40
11	7584 - Stationery - other - Scribbling Pads - other -		20	15.00	300.00	18	54.00
12	7592 - Stationery - other - stamp pad - NA - nos	9612	5	32.00	160.00	18	28.80
13							
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IGST	CGST	SGST				
			Total Taxable Amount	2,221.75		375.98
	187.99	187.99	Total Invoice Amount		2,597.73	

Rupees : Two Thousand Five Hundred Ninty Seven and Paise Seventy Three Only.

SUMMIT SALES LLP * R.R. DIST. * INWARD No: 83199 Date: 7/8 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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.	15993
Modi Properties Private Limited,.	DC Date.	07-08-2021
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	79398
	PO Date.	05-08-2021
	Req ID	68188
GSTIN : 36AABCM4761E1ZM	Req Date	04-08-2021
	Loc Req No	177889

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	50
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	7560 - Stationery - other - Pen - NA - nos	9608	20
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2
5	7538 - Stationery - other - L - File Folders - NA - nos		50
6	7573 - Stationery - other - Punch - other - nos		3
7	7593 - Stationery - other - Stapler - other - nos	9608	5
8	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
9	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
11	7584 - Stationery - other - Scribbling Pads - other - nos		20
12	7592 - Stationery - other - stamp pad - NA - nos	9612	5
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M. Shet

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 05-08-2021 15:01:09 Orig 79398

31.07.21 2:18:26

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**	79398	177889
	Doc Date	05-08-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	05-08-2021	
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*	50.00	3.50	0.00	12.00	196.00
2	7560 - Stationery - other - Pen - NA - nos *Black*	20.00	3.50	0.00	12.00	78.40
3	7560 - Stationery - other - Pen - NA - nos *Red*	20.00	3.50	0.00	12.00	78.40
4	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
5	7538 - Stationery - other - L - File Folders - NA - nos	50.00	8.40	0.00	18.00	495.60
6	7573 - Stationery - other - Punch - other - nos	3.00	126.00	0.00	18.00	446.04
7	7593 - Stationery - other - Stapler - other - nos	5.00	36.75	0.00	18.00	216.83
8	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	5.00	45.00	0.00	18.00	265.50
9	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	5.00	25.20	0.00	18.00	148.68
10	7594 - Stationery - other - Stapler pin - other - boxes *Small-03 Big-02*	5.00	6.00	0.00	18.00	35.40
11	7584 - Stationery - other - Scribbling Pads - other - nos	20.00	15.00	0.00	18.00	354.00
12	7592 - Stationery - other - stamp pad - NA - nos	5.00	32.00	0.00	18.00	188.80
					Total Order Value . . .	**2,597.73**

Rupees : Two Thousand Five Hundred Ninty Seven and Paise Seventy Three 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

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

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

1071

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	04.08.2021
Site & Phase :	May Flower Platinum	Time:	11;20
Supplier		Req.No.	177889
Material required before date:	07.08.2021	ID No.	68188

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Std	03	Boxes		
2	Black pens	Std	02	Boxes		
3	Red pens	Std	02	Boxes		
4	Pencils	Std	02	Boxes		
5	L folder 79398	Std	50	Nos		
6	Punching machine	Std	03	Nos		
7	Staplers	Std	05	Nos		
8	**Binder clips Big/Small**	Std	10	Boxes		
9	Staplers pins	Std	05	Boxes		
10	Scribbling pads	Std	20	Nos		
11	Stamp pad	Std	05	Nos		

Remarks: For site use purpose

Prepared By	K.Sravani Reddy	Approved by	A.S.V.Subba Reddy
Sign.& Date	04.08.2021	Sign. & Date	

Note:

APPROVED
04 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com
GSTIN/UNI: 36ACQFS2044C1Z7

Supplier / Customer / Transporter - Copy

Customer Details		
Modi Properties Private Limited.,	DC No.	15993
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	DC Date.	07-08-2021
	PO No.	79398
	PO Date.	05-08-2021
	Req ID	68188
	Req Date	04-08-2021
GSTIN : 36AABCM4761E1ZM	Loc Req No	177889

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	50
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	7560 - Stationery - other - Pen - NA - nos	9608	20
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2
5	7538 - Stationery - other - L - File Folders - NA - nos		50
6	7573 - Stationery - other - Punch - other - nos		3
7	7593 - Stationery - other - Stapler - other - nos	9608	5
8	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
9	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
11	7584 - Stationery - other - Scribbling Pads - other - nos		20
12	7592 - Stationery - other - stamp pad - NA - nos	9612	5
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Subject to Hyderabad Jurisdiction

INWARD

Inward No: 7181	Dt: 9/8/21
MRN No: 94888	Dt: 9/8/21
Received By:	Sign:

MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 73142
Date: 1/8
Sign:

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 Private Limited,.	Invoice No.	18722
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	07-08-2021
	PO No.	79398
	PO Date.	05-08-2021
	Req ID	68188
	Req Date	04-08-2021
GSTIN : 36AABCM4761E1ZM	Loc Req No	177889

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	Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Black						
3	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Red						
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7538 - Stationery - other - L - File Folders - NA - nos		50	8.40	420.00	18	75.60
6	7573 - Stationery - other - Punch - other - nos		3	126.00	378.00	18	68.04
7	7593 - Stationery - other - Stapler - other - nos	9608	5	36.75	183.75	18	33.08
8	7505 - Stationery - other - Binder Clips - other -	8305	5	45.00	225.00	18	40.50
	32mm						
9	7505 - Stationery - other - Binder Clips - other -	8305	5	25.20	126.00	18	22.68
	19mm						
10	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	6.00	30.00	18	5.40
	Small-03 Big-02						
11	7584 - Stationery - other - Scribbling Pads - other -		20	15.00	300.00	18	54.00
12	7592 - Stationery - other - stamp pad - NA - nos	9612	5	32.00	160.00	18	28.80
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,221.75	375.98
	187.99	187.99	Total Invoice Amount	2,597.73	

Rupees : Two Thousand Five Hundred Ninty Seven and Paise Seventy Three Only.

INWARD
Inward No: 7181 Dt: 7/8/21
MRN No: 94888 Dt: 9/8/21
Received By: Sign: nlisam
MODI PROPERTIES PVT. LTD.

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory