PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/9/21	Prepared by:	Bhavani
PO/WO no.	80121	PO / WO Date.	30/8/21
Supplier Name	SSUP	PO/WO amount	2841
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	19326	14/9/21	2841
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2841

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	3791	9/9/21	–	☐ 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:				2841
Amount E – PO / WO value:				2841
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	27/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 29 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	25/9/21						

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/-

Ree
14/9.

DELIVERY CHALLAN

SUMMIT SALES LLP

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

M/s Modi Properties (P) Ltd. Head office	DC No. 3791
	Date 9/9/21
	Vehicle No. : TS10UA0143
Site:	P.O. / W.O. No. : 80121
	P.O. / W.O. Date : 30/8/21

Sl. No.	PARTICULARS	Quantity
1	Steel grey 7'0 x 1'0 = 02 (Nos)	14.00 Sft
2	—do— 7'6 x 2'0 = 01 (")	15.00 "
3	—do— 3'0 x 1'0 = 01 (")	03.00 Sft
4	hamali	32 Sft
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : [signature]

Date : 9/9/21

Stamp:

For SUMMIT SALES LLP

Authorised Signatory

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.	19326
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	Invoice Date.	14-09-2021
	PO No.	80121
	PO Date.	30-08-2021
	Req ID	68861
GSTIN : 36AABCM4761E1ZM	Req Date	26-08-2021
	Loc Req No	183153

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	14	68.25	955.50	18	172.00
	7'0 x 1'0 - 02 nos						
2	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	15	68.25	1,023.75	18	184.28
	7'6" x 2'0 - 01 no						
3	8507 - Stone - granite - Steel Grey - 19mm - sft	6802	3	68.25	204.75	18	36.84
	3'0 x 1'0 - 01 no						
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft		32	7.00	224.00	18	40.32
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,408.00	433.44
	216.72	216.72	Total Invoice Amount	2,841.44	

Rupees : Two Thousand Eight Hundred Fourty One and Paise Fourty Four Only.

SUMMIT SALES LLP
INWARD
No: 84425
Date: 15/9
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

 30-08-2021 13:32:48

Purchase Order

80121
27.08.21 3:31:35

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**	80121	183153
	Doc Date	30-08-2021	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	30-08-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8507 - Stone - granite - Steel Grey - 19mm - sft *7'0 x 1'0 - 02 nos*	14.00	68.25	0.00	18.00	1,127.49
2	8507 - Stone - granite - Steel Grey - 19mm - sft *7'6" x 2'0 - 01 no*	15.00	68.25	0.00	18.00	1,208.03
3	8507 - Stone - granite - Steel Grey - 19mm - sft *3'0 x 1'0 - 01 no*	3.00	68.25	0.00	18.00	241.61
4	6188 - Miscellaneous - Hamali charges - NA - Per Sft	32.00	7.00	0.00	18.00	264.32
				Total Order Value . . .		**2,841.44**

Rupees : Two Thousand Eight Hundred Fourty One and Paise Fourty Four Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs. The above rates only for material supply.
Payment Terms	After delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Training room soffit and low height storage top(near xerox machine) purpose.
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	Skirting Rs. 12/- per rft for labour only.

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

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

Name : ____________ Name : ____________ Date : __/__/____

Requisition Form 1128

Company Name:	MPPL	Date:	26-08-2021
Site & Phase :	Head office	Time:	15:45PM
Supplier		Req. No.	183153
Material required before date:	Urgent	ID No.	68861

No	Description	Size	Quantity	Units	Inward No	Date
1	Steel grey granite	7'x1'	02	Nos		
2	Steel grey granite	7'6"x2'	01	Nos		
3	Steel grey granite	3'x1'	01	Nos		
4	Janta paste	std	20	Nos		
5	sponges	std	20	Nos		
6						
7						
8						
9						
10						

80121

Remarks .: towards training room soffit and low height storage top(near xerox machine)purpose

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	26-08-2021	Sign. & Date	

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

APPROVED
30 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE