PURCHASE DIVISION
Advice for approval for credit to supplier

E M

Date:	13/11/21	Prepared by:	Sadhana
PO/WO no.	80744	PO / WO Date.	17/09/21
Supplier Name	SSLLP.	PO/WO amount	5,596
Firm/Company	SMOA	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	20392	13/11/21	5,596/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,596/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	3796	24/09/21		□ 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:	5,596/-
Amount E – PO / WO value:	5,596/-
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	15/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sadhana		APPROVED 14 NOV 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	13/11/21						

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

ORIGINAL INVOICE

Customer Details

Soham Mansion Owners Association
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

GSTIN : 36

Invoice No.	20392
Invoice Date.	13-11-2021
PO No.	80744
PO Date.	17-09-2021
Req ID	69435
Req Date	16-09-2021
Loc Req No	183187

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8507 - Stone - granite - Steel Grey - 19mm - sft 29" x 52" - 06 nos	6802	63.02	68.25	4,301.12	18	774.20
2	6188 - Miscellaneous - Hamali charges - NA - Per		63.02	7.00	441.14	18	79.40
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	4,742.26		853.60
	426.80	426.80	Total Invoice Amount	5,595.87		

Rupees : Five Thousand Five Hundred Ninty Five and Paise Eighty Seven Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 26794
Date: 13-11-21
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Purchase Order

 17-09-2021 12:17:39

80744
14.09.21 11:35:45

From Company : **Soham Mansion Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

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**	80744	183187
	Doc Date	17-09-2021	
	Quote No	Nil	
	Quote Date	17-09-2021	
	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 *29" x 52" - 06 nos*	63.02	68.25	0.00	18.00	5,075.32
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft	63.02	7.00	0.00	18.00	520.55
					Total Order Value . . .	**5,595.86**

Rupees : Five Thousand Five Hundred Ninty Five and Paise Eighty Six 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 staircase landing 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 *Soham Mansion Owners Association*
Authorised Signatory

17/09/2021

Name : ____________

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

Name : ____________

Date : __/__/____

Requisition Form

1191

Company Name:	SMOA	Date:	16-09-2021
Site & Phase :	Soham mansion	Time:	14:55
Supplier		Req. No.	183187
Material required before date:	Urgent	ID No.	69435

No	Description	Size	Quantity	Units	Inward No	Date
1	Steel grey granite	7'x8'6"	01	nos	5950	
2						
3		29"x52"				
4						
5	80744	2.42x4.34	6	nos.		
6						
7						
8						
9						
10						

Remarks .: towards staircase landing purpose purpose.

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	16-09-2021	Sign. & Date	

APPROVED
17 SEP
MINISH PARIKH
MANAGER PROCUREMENT

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

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
Site:

DC No. 3796
Date : 24/9/21
Vehicle No. : TS 10 UA 0143
P.O. / W.O. No. : 80744
P.O. / W.O. Date : 17/9/21

Sl. No.	PARTICULARS	Quantity
1	Steel gray 29 X 52"	06 No
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
Inward No: 4097 Dt: 24/09/21
Received by: Amarnath
Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 79049
Date: 28/9
Sign:

GSTIN :

Received the above materials in good condition.

Received by :

Date :

Stamp: Ch. Krishna

For SUMMIT SALES LLP

Authorised Signatory