PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 16/12/21 | Prepared by: | Vangakshi |
| PO/WO no. | 83393 | PO / WO Date. | 07/12/21 |
| Supplier Name | SSLLP | PO/WO amount | 5,248 |
| Firm/Company | modi Properties Pvt. Ltd | Project | mp2 |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 20841 | 9/12/21 | 5,248 |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 5,248 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 17863 | 9/12/2021 | – | ☑ Yes □ No |
| 2. | | | | ☑ Yes □ No |
| 3. | | | | ☑ Yes □ No |
| 4. | | | | ☑ Yes □ No |

| | |
|---|---|
| Amount B –Other Credits : Hamali charges | – |
| Amount C –Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 5,248 |
| Amount E – PO / WO value: | 5,248 |
| Amount F – Difference (A – E): | – |

| | |
|---|---|
| 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 | 20/12/21 |

Remarks:

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Vanaja | [signature] | | | | | |
| Date | 16/12/21 | 16/12/21 | | | | | |

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | Invoice No. | 20841 |
|---|---|---|
| Modi Properties Private Limited,. | Invoice Date. | 09-12-2021 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | PO No. | 83393 |
| | PO Date. | 07-12-2021 |
| | Req ID | 71843 |
| GSTIN : 36AABCM4761E1ZM PAN AABCM4761E | Req Date | 06-12-2021 |
| | Loc Req No | 178222 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4006 - Consumables - Bucket - other - nos with Mug | 7310 | 6 | 231.00 | 1,386.00 | 18 | 249.48 |
| 2 | 4026 - Consumables - Dust bin - NA - nos | | 6 | 55.00 | 330.00 | 18 | 59.40 |
| 3 | 4098 - Consumables - Dust pan - NA - nos | | 10 | 35.00 | 350.00 | 18 | 63.00 |
| 4 | 4071 - Consumables - Wiper - Other - nos | 9603 | 6 | 84.00 | 504.00 | 18 | 90.72 |
| 5 | 4005 - Consumables - Broom with stick - NA - nos | | 6 | 115.00 | 690.00 | 18 | 124.20 |
| 6 | 4041 - Consumables - Mopping stick - NA - nos | 9603 | 6 | 128.00 | 768.00 | 18 | 138.24 |
| 7 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 20 | 21.00 | 420.00 | 18 | 75.60 |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 4,448.00 | 800.64 |
| | 400.32 | 400.32 | Total Invoice Amount | 5,248.64 | |

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

**for Summit Sales LLP**

SUMMIT SALES LLP R.R. DIST. IN WARD No: 8809C Date: 16/12 Sign:

Subject to Hyderabad Jurisdiction

*Authorised signatory*

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. | 17863 |
|---|---|---|
| Modi Properties Private Limited,. | DC Date. | 09-12-2021 |
| Sy No. 82/1, Mallapur, Nacharam, Hyderabad | PO No. | 83393 |
| | PO Date. | 07-12-2021 |
| | Req ID | 71843 |
| | Req Date | 06-12-2021 |
| GSTIN : 36AABCM4761E1ZM | Loc Req No | 178222 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4006 - Consumables - Bucket - other - nos | 7310 | 6 |
| 2 | 4026 - Consumables - Dust bin - NA - nos | | 6 |
| 3 | 4098 - Consumables - Dust pan - NA - nos | | 10 |
| 4 | 4071 - Consumables - Wiper - Other - nos | 9603 | 6 |
| 5 | 4005 - Consumables - Broom with stick - NA - nos | | 6 |
| 6 | 4041 - Consumables - Mopping stick - NA - nos | 9603 | 6 |
| 7 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 20 |
| 8 | | | |
| 9 | | | |
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M.S.R

**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

*Authorised signatory*

# Purchase Order

 08-12-2021 10:48:41

83393
02.12.21 2:45:21

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 | **Doc No** | 83393 | 178222 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 07-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 07-12-2021 | |
| 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 | 4006 - Consumables - Bucket - other - nos<br>*with Mug* | 6.00 | 231.00 | 0.00 | 18.00 | 1,635.48 |
| 2 | 4026 - Consumables - Dust bin - NA - nos | 6.00 | 55.00 | 0.00 | 18.00 | 389.40 |
| 3 | 4098 - Consumables - Dust pan - NA - nos | 10.00 | 35.00 | 0.00 | 18.00 | 413.00 |
| 4 | 4071 - Consumables - Wiper - Other - nos | 6.00 | 84.00 | 0.00 | 18.00 | 594.72 |
| 5 | 4005 - Consumables - Broom with stick - NA - nos | 6.00 | 115.00 | 0.00 | 18.00 | 814.20 |
| 6 | 4041 - Consumables - Mopping stick - NA - nos | 6.00 | 128.00 | 0.00 | 18.00 | 906.24 |
| 7 | 4000 - Consumables - Acid - NA - ltrs | 20.00 | 21.00 | 0.00 | 18.00 | 495.60 |
| | | | | | **Total Order Value . . .** | **5,248.64** |

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

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | May Flower Platinum<br>Sy 82/1, Mallapur, Nacharam.<br>Phone. 7680971999 |
| **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 office purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |

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

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

# Purchase Order

 08-12-2021 10:48:41 Original / Office Copy / Purchase Div.Copy

**Remarks**

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

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Contact - -

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Modi Properties Pvt Ltd | Date: | 06.12.2021 |
| Site & Phase : | May Flower Platinum | Time: | 05:45 |
| Supplier | | Req.No. | 178222 |
| Material required before date: | 10.12.2021 | ID No. | 71843 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Plastic bucket | Std | 06 | Nos | | |
| 2 | Mugs | Std | 06 | Nos | | |
| 3 | Dust bins | Std | 06 | Nos | | |
| 4 | Dust pans 83393 | Std | 10 | Nos | | |
| 5 | Viper | Std | 06 | Nos | | |
| 6 | Broom stick | Std | 06 | Nos | | |
| 7 | Mopping stick | Std | 10 | Nos | | |
| 8 | Acid | Std | 20 | Nos | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

Remarks: Towards Office use purpose

| | | | |
|---|---|---|---|
| Prepared By | B.Nandini | Approved by | S.V.Subba Reddy |
| Sign.& Date | 06.12.2021 | Sign. & Date | |

APPROVED
0 6 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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