PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/01/2022	Prepared by:	Vineetha Reddy
PO/WO no.	83578	PO / WO Date.	16/12/21
Supplier Name	sumit sales llp.	PO/WO amount	2088/-
Firm/Company	GV Discovery city	Project	Geopolis.
Sl. No.	Bill No.	Bill Date	Bill amount
1	20982	16/12/21	1710.90
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1710.90.

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	17971	16/12/21	100804	☑ 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:	1710.90
Amount E – PO / WO value:	2088/-
Amount F – Difference (A – E): GST-18%	378/-

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	10/01/2022
Remarks: final Bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	R. vineetha	APPROVED 05 JAN 2022 P. PRABHAKAR					
Date	05/01/22						

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

ORIGINAL 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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	20982
GV Discovery Center Pvt Ltd	Invoice Date.	16-12-2021
119,191, Synergy Square1	PO No.	83578
	PO Date.	14-12-2021
	Req ID	72029
GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K	Req Date	13-12-2021
	Loc Req No	13433

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	30	3.50	105.00	18	18.90
	Bluc-20 Black-10						
2	7529 - Stationery - other - File Folders - NA - nos		200	5.50	1,100.00	18	198.00
	A3						
3	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
4	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	18	27.00
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IGST	CGST	SGST	Total Taxable Amount	1,455.00	255.90
	127.95	127.95	Total Invoice Amount	1,710.90	

Rupees : One Thousand Seven Hundred Ten and Paise Ninty Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 88442 Date: 17/12 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.	17971
GV Discovery Center Pvt Ltd	DC Date.	16-12-2021
119,191, Synergy Square1	PO No.	83578
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	Req ID	72029
GSTIN : 36AAHCG4940K1ZC	Req Date	13-12-2021
	Loc Req No	13433

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	30
2	7529 - Stationery - other - File Folders - NA - nos		200
3	7528 - Stationery - other - Fevistick - NA - nos	9608	5
4	7584 - Stationery - other - Scribbling Pads - other - nos		10
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 14-12-2021 11:47:10

83578
09.12.21 3:17:43

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Summit Sales LLP	**Doc No**	83578	13433
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	14-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-12-2021	
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	7560 - Stationery - other - Pen - NA - nos *Blue-20 Black-10*	30.00	3.50	0.00	18.00	123.90
2	7544 - Stationery - other - Marker - NA - nos *Black Blue*	20.00	16.00	0.00	18.00	377.60
3	7529 - Stationery - other - File Folders - NA - nos *A3*	200.00	5.50	0.00	18.00	1,298.00
4	7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
5	7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	18.00	177.00
					Total Order Value . . .	**2,088.50**

Rupees : Two Thousand Eighty Eight and Paise Fifty 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	119, 191 Synergy Square 1 - Phone. -
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 MD site use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

1551

Requisition Form

Company Name:	G. V. Discovery Center	Date:	13.12.2021
Site & Phase:	SYNERGY 119,191	Time:	11:00 Hrs
		Req. No.	13433
Material required before date:	Urgent	ID No.	72029

No.	Description	Size	Quantity	Units	Inward No	Date
1	Pens (blue)	std	30	nos		
2	Pens (black)	std	20	nos		
3	Markers(black)	std	10	nos		
4	Markers (blue) 83578	std	10	nos		
5	Drawing covers	A3	200	nos		
6	fevistic	std	05	nos		
7	Scbriling pads	std	10	nos		

Remarks: For md sir site visit purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	13.12.2021	Sign. & Date	13.12.2021

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

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
13 DEC 2021
K. Narsing rao
PROJECT MANAGER
G.V.D.C.

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

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4	7584 - Stationery - other - Scribbling Pads - other - nos		10
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INWARD
Inward No: 1017 Dt: 17/12/21
MRN No: 100804 Dt: 17.12
Received By: Sign:
Genome Valley Discovery Center Pvt. Ltd.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP R.R. DIST.
INWARD No: 76240
Date: 18/12
Sign:

Subject to Hyderabad Jurisdiction