PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	05/01/2022	Prepared by:	BNANDINI
PO/WO no.	83556	PO / WO Date.	13/12/21
Supplier Name	SSLLP	PO/WO amount	1172.82/-
Firm/Company	MPL	Project	May flower platinum
Sl. No.	Bill No.	Bill Date	Bill amount
1	20911	13/12/21	1172.82/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1172.8/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	17924	13/12/24	100659	☑ 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:	1172.8/-
Amount E – PO / WO value:	1172.8/-
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	10/01/2022
Remarks: Po Closed	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	BNG	APPROVED 07 JAN 2022 B. PRABHAKAR MANAGER PURCHASE					
Date	05/01/2022						

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

ORIGINAL INVOICE

#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		
Modi Properties Private Limited,.	Invoice No.	20911
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	Invoice Date.	13-12-2021
	PO No.	83556
	PO Date.	13-12-2021
	Req ID	72009
GSTIN : 36AABCM4761E1ZM PAN AABCM4761E	Req Date	07-12-2021
	Loc Req No	178226

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Blue-20 Black-10 Red-10	9608	40	3.50	140.00	18	25.20
2	7544 - Stationery - other - Marker - NA - nos	9608	30	16.00	480.00	18	86.40
3	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
4	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
5	7505 - Stationery - other - Binder Clips - other - 32mm	8305	3	45.00	135.00	18	24.30
6	7505 - Stationery - other - Binder Clips - other - 25mm	8305	3	38.00	114.00	18	20.52
7							
8							
9							
10							
11	Inw No: 18179						
12	Date : 13/12/21						
13	MRN No: 100659						
14							
15							

INWARD

Inward No: Dt:

MRN No: Dt:

Received By: Sign:

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

IGST	CGST	SGST			
			Total Taxable Amount	999.00	173.82
	86.91	86.91	Total Invoice Amount	1,172.82	

Rupees : One Thousand One Hundred Seventy Two and Paise Eighty Two Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 88291 Date: 13/12 Sign:

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

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.	17924
Modi Properties Private Limited,.	DC Date.	13-12-2021
Sy No. 82/1, Mallapur, Nacharam, Hyderabad	PO No.	83556
	PO Date.	13-12-2021
	Req ID	72009
GSTIN : 36AABCM4761E1ZM	Req Date	07-12-2021
	Loc Req No	178226

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	40
2	7544 - Stationery - other - Marker - NA - nos	9608	30
3	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
4	7528 - Stationery - other - Fevistick - NA - nos	9608	5
5	7505 - Stationery - other - Binder Clips - other - boxes	8305	3
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	3
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20	INWARD		
21	Inward No: 18179 Dt: 13/12/21		
22	MRN No: 100659 Dt:		
23	Received By: Sign: BR		
24	MODI PROPERTIES PVT. LTD. Sy.No. 82/1.		
25			
26			
27			
28			
29			
30			

M.SL

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 13-12-2021 12:24:51

83556
09.12.21 3:17:43

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**	83556	178226
	Doc Date	13-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-12-2021	
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 Red-10*	40.00	3.50	0.00	18.00	165.20
2	7544 - Stationery - other - Marker - NA - nos	30.00	16.00	0.00	18.00	566.40
3	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
4	7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
5	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	3.00	45.00	0.00	18.00	159.30
6	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	3.00	38.00	0.00	18.00	134.52
				Total Order Value . . .		**1,172.82**

Rupees : One Thousand One Hundred Seventy Two and Paise Eighty Two 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 Sy 82/1, Mallapur, Nacharam. 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
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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : _/_/_

Requisition Form 1548

Company Name:	Modi Properties Pvt Ltd	Date:	07.12.2021
Site & Phase :	May Flower Platinum	Time:	02:55
Supplier		Req.No.	178226
Material required before date:	11.12.2021	ID No.	72009

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Std	03	Boxes		
2	Black pens	Std	03	Boxes		
3	Red pens	Std	03	Boxes		
4	Permanent markers 83556	Std	02	Boxes		
5	Markers	Big	02	Boxes		
6	Stapler Pins	Small	05	Boxes		
7	Fevistick	Std	05	Nos		
8	Binder clips	Big	03	Boxes		
9	Binder clips	Small	03	Boxes		
10						

Remarks: Towards Office use purpose

Prepared By	B.Nandini	Approved by	S.V.Subba Reddy
Sign.& Date	07.12.2021	Sign. & Date	

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

APPROVED
08 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE