PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/7/20.	Prepared by:	SOWMYA
PO/WO no.	68828	PO / WO Date.	13/7/20
Supplier Name	SSllp.	PO/WO amount	6,505.50
Firm/Company	ESR.	Project	ESR.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12329	16/7/20.	6,505.50
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,505.50

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10362	16/7/20	81266	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	–
Amount C –Other Debits :_	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	6,506
Amount E – PO / WO value:	6,506.
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	**25.7.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature] Sowmya						
Date	2/7/20 17/7/20						

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

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
East Side Residency Annojiguda LLP	Invoice No.	12329
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad	Invoice Date.	16-07-2020
	PO No.	68828
	PO Date.	13-07-2020
	Req ID	58429
GSTIN : 36AAHFE3373P1ZX	Req Date	11-07-2020
	Loc Req No	130119

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4041 - Consumables - Mopping stick - NA - nos	9603	6	125.00	750.00	18	135.00
2	4003 - Consumables - Bombay Broom - Big - nos	9603	5	56.00	280.00	0	0.00
3	4009 - Consumables - Coconut Broom - other - nos	9603	5	73.00	365.00	18	65.70
4	4008 - Consumables - Cleaning Cloth - other - nos	6307	12	73.00	876.00	18	157.68
5	4001 - Consumables - Air Freshner - NA - nos	3307	6	82.00	492.00	18	88.56
	Room freshner						
6	4001 - Consumables - Air Freshner - NA - nos	3307	6	42.00	252.00	18	45.36
	odonil						
7	4022 - Consumables - Dettol - NA - nos	3401	8	65.00	520.00	18	93.60
	Hand wash						
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	12	16.00	192.00	5	9.60
9	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6	48.00	288.00	18	51.84
10	4059 - Consumables - Surf Detergent Powder - NA -	3402	5	24.00	120.00	18	21.60
11	4006 - Consumables - Bucket - other - nos	7310	4	230.00	920.00	18	165.60
	with mug						
12	4071 - Consumables - Wiper - Other - nos	9603	6	87.00	522.00	18	93.96
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	5,577.00	928.50
	464.25	464.25	Total Invoice Amount	6,505.50	

Rupees : Six Thousand Five Hundred Five and Paise Fifty Only.

for Summit Sales LLP

MODI PROPERTIES PVT. LTD. INWARD No. 62608 Date 20/7/20 Sign.

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 13-07-2020 14:31:30 Orig

68828
15.07.20 12:16:57

From Company : **East Side Residency Annojiguda LLP**
5-4-187/3&4, II nd floor ,Soham Mansion, MG Road, Secunderabad-50000:
G S T No. : 36AAHFE3373P1ZX

Supplier Details			
Summit Sales LLP	**Doc No**	68828	130119
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	13-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-07-2020	
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	4041 - Consumables - Mopping stick - NA - nos	6.00	125.00	0.00	18.00	885.00
2	4003 - Consumables - Bombay Broom - Big - nos	5.00	56.00	0.00	0.00	280.00
3	4009 - Consumables - Coconut Broom - other - nos	5.00	73.00	0.00	18.00	430.70
4	4008 - Consumables - Cleaning Cloth - other - nos	12.00	73.00	0.00	18.00	1,033.68
5	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	6.00	82.00	0.00	18.00	580.56
6	4001 - Consumables - Air Freshner - NA - nos *odonil*	6.00	42.00	0.00	18.00	297.36
7	4022 - Consumables - Dettol - NA - nos *Hand wash*	8.00	65.00	0.00	18.00	613.60
8	4040 - Consumables - Mopping Cloth - NA - nos	12.00	16.00	0.00	5.00	201.60
9	4046 - Consumables - Phinyle - 1Ltr - nos	6.00	48.00	0.00	18.00	339.84
10	4059 - Consumables - Surf Detergent Powder - NA - kgs	5.00	24.00	0.00	18.00	141.60
11	4006 - Consumables - Bucket - other - nos *with mug*	4.00	230.00	0.00	18.00	1,085.60
12	4071 - Consumables - Wiper - Other - nos	6.00	87.00	0.00	18.00	615.96
				Total Order Value . . .		**6,505.50**

Rupees : Six Thousand Five Hundred Five and Paise Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	East Side Residency Sy no 96/97, Annojiguda, Near: Pocharam, Hyderabad-501301 Phone. 9121309555

For ***East Side Residency Annojiguda LLP***

Authorised Signatory

Name :

Contact ..

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	East Side Residency Annojiguda LLP	Date:	10-07-2020
Site & Phase :	East Side Residency	Time:	16:50PM
Supplier		Req. No.	130119
Material required before date:	13-07-2020	ID No.	58429

No	Description	Size	Quantity	Units	Inward No	Date
1	Yellow Clothes	STD	12 ✓	No's		
2	Hand wash	STD	08 ✓	No's		
3	Phinyle	STD	06 ✓	No's		
4	Surf Powder	500GM	05 ✓	PKDS		
5	Room freshner	STD	06 ✓	No's		
6	**Coconut Broom**	Big	05 ✓	No's		
7	Bombay Broom	Big	05 ✓	No's		
8	Odonil	STD	06 ✓	No's		
9	White Cloth	STD	12 ✓	No's		
10	Plastic Buckets	STD	04 ✓	No's		
11	Plastic Mugs	STD	04 ✓	No's		
12	Mopping Sticks	STD	06 ✓	No's		
13	Wipers	STD	06	No's		

PO 68828

Remarks: - For site use purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	10-07-2020	Sign. & Date	

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, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	10362
East Side Residency Annojiguda LLP	DC Date.	16-07-2020
Sy No. 96/97, Annojiguda, Near Pocharam, Hyderabad	PO No.	68828
	PO Date.	13-07-2020
	Req ID	58429
	Req Date	11-07-2020
GSTIN : 36AAHFE3373P1ZX	Loc Req No	130119

	Description of Goods	HSN/SAC	Qty
1	4041 - Consumables - Mopping stick - NA - nos	9603	6
2	4003 - Consumables - Bombay Broom - Big - nos	9603	5
3	4009 - Consumables - Coconut Broom - other - nos	9603	5
4	4008 - Consumables - Cleaning Cloth - other - nos	6307	12
5	4001 - Consumables - Air Freshner - NA - nos	3307	6
6	4001 - Consumables - Air Freshner - NA - nos	3307	6
7	4022 - Consumables - Dettol - NA - nos	3401	8
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	12
9	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6
10	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	5
11	4006 - Consumables - Bucket - other - nos	7310	4
12	4071 - Consumables - Wiper - Other - nos	9603	6
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INWARD
Inward No: 1172 Dt: 16/7/20
MRN No: 81266 Dt: 18/7/20
Received By: Sign:
EAST SIDE RESIDENCY

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 39956
Date 20/7

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

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