PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	2/9/20.	Prepared by:	SOWMYA
PO/WO no.	69936.	PO / WO Date.	28/8/20
Supplier Name	SS llp.	PO/WO amount	5,932
Firm/Company	Rajesh J. kadakia and	Project Sharad J. kadakia.	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12966	1/9/20	5,932
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,932

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10945	1/9/20	84032	☑ 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:				5,932
Amount E – PO / WO value:				5,932
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	**5.9.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	2/9/20	15/9/20					

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

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	12966
Rajesh J. Kadakia and Sharad J. Kadakia	Invoice Date.	01-09-2020
SM Modi Complex Ranigunj, Secunderabad	PO No.	69936
	PO Date.	28-08-2020
	Req ID	59130
GSTIN : 36	Req Date	13-08-2020
	Loc Req No	16401

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4112 - Consumables - Sanitizer - 500 ml - Nos		3	200.00	600.00	12	72.00
2	4022 - Consumables - Dettol - NA - nos	3401	6	82.00	492.00	18	88.56
	Handwash						
3	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
5	4022 - Consumables - Dettol - NA - nos	3401	6	195.00	1,170.00	18	210.60
	Antiseptic						
6	4041 - Consumables - Mopping stick - NA - nos	9603	6	125.00	750.00	18	135.00
7	4003 - Consumables - Bombay Broom - Big - nos	9603	6	56.00	336.00	0	0.00
8	4071 - Consumables - Wiper - Other - nos	9603	6	95.00	570.00	18	102.60
9	4008 - Consumables - Cleaning Cloth - other - nos	6307	12	16.00	192.00	5	9.60
	Checked Cloth -6 nos and Yellow cloth 6 nos						
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	5,130.00		801.96
	400.98	400.98	Total Invoice Amount		5,931.96	

Rupees : Five Thousand Nine Hundred Thirty One and Paise Ninty Six Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6960 Dt. 5/9

Authorised signatory

Purchase Order

 29-08-2020 10:25:53 AM

69936
27.08.20 2:29:37

From Company : **Rajesh J.Kadakia and Sharad J.Kadakia**
5-2-223, gokul, Distillery Road, Secunderabad.
G S T No. :

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	69936	16401
	Doc Date	28-08-2020	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	28-08-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4112 - Consumables - Sanitizer - 500 ml - Nos	3.00	200.00	0.00	12.00	672.00
2	4022 - Consumables - Dettol - NA - nos *Handwash*	6.00	82.00	0.00	18.00	580.56
3	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	85.00	0.00	18.00	601.80
5	4022 - Consumables - Dettol - NA - nos *Antiseptic*	6.00	195.00	0.00	18.00	1,380.60
6	4041 - Consumables - Mopping stick - NA - nos	6.00	125.00	0.00	18.00	885.00
7	4003 - Consumables - Bombay Broom - Big - nos	6.00	56.00	0.00	0.00	336.00
8	4071 - Consumables - Wiper - Other - nos	6.00	95.00	0.00	18.00	672.60
9	4008 - Consumables - Cleaning Cloth - other - nos *Checked Cloth -6 nos and Yellow cloth 6 nos*	12.00	16.00	0.00	5.00	201.60
					Total Order Value . . .	**5,931.96**

Rupees : Five Thousand Nine Hundred Thirty One and Paise Ninty Six Only.

Terms and Conditions :-

Specification / Brand	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	S M Modi Complex Ranigunj Phone.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For ***Rajesh J.Kadakia and Sharad J.Kadakia***
Authorised Signatory

Name : 29/08/2020

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

Name : ____________

Date : __/__/____

Purchase Order

29-08-2020 10:25:53 AM

Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Rajesh J.Kadakia and Sharad J.Kadakia***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	RAJESH J KADAKIA/SHARAD J KADAKIA	Date:	13.08.2020
Site & Phase :	S M COMPLEX	Time:	9.35 AM
Supplier		Req. No.	16401
Material required before date:	Urgent	ID No.	59130

No	Description	Size	Quantity	Units	Inward No	Date
1	HAND SANITIZER	500ML	03	NOS		
2	HAND WASH	STD	06	NOS		
3	LIZOL	1 LITER	06	NOS		
4	HARPIK TOILET CLEANER	1 LITER	06	NOS		
5	DETTOL 69936	500 ML	06	NOS		
6	MOPPER	STD	06	NOS		
7	BOMBAY BROOMS	STD	06	NOS		
8	WIPER	STD	06	NOS		
9	CHECKER CLOTHES	STD	06	NOS		
10	YELLOW CLOTHES	STD	06	NOS		

Remarks : FOR HOUSE KEEPING SERVICES AT S M COMPLEX PURPOSE.

Prepared By	T.SURYANARAYANA	Approved by	APPROVED
Sign.& Date	13-08-2020	Sign. & Date	29 AUG 2020

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

MINISH PARIKH
MANAGER PROCUREMENT

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		
Rajesh J.Kadakia and Sharad J.Kadakia	DC No.	10945
SM Modi, Complex, Ranigunj, Secunderabad	DC Date.	01-09-2020
	PO No.	69936
	PO Date.	28-08-2020
	Req ID	59130
GSTIN : 36	Req Date	13-08-2020
	Loc Req No	16401

	Description of Goods	HSN/SAC	Qty
1	4112 - Consumables - Sanitizer - 500 ml - Nos		3
2	4022 - Consumables - Dettol - NA - nos	3401	6
3	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
5	4022 - Consumables - Dettol - NA - nos	3401	6
6	4041 - Consumables - Mopping stick - NA - nos	9603	6
7	4003 - Consumables - Bombay Broom - Big - nos	9603	6
8	4071 - Consumables - Wiper - Other - nos	9603	6
9	4008 - Consumables - Cleaning Cloth - other - nos	6307	12
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 14192
Date 14/10

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction