PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71412	PO / WO Date.	17/10/20
Supplier Name	SSllp.	PO/WO amount	5,301
Firm/Company	Sharad kadakia & others	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	13847	23/10/20.	3,639
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,639

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11725	23/10/20		☑ 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:	3,639
Amount E – PO / WO value:	5,301
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	**31.10.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 04 NOV 2020				
Date	29/10/20	4/11/20	MINISH PARIKH MANAGER PROCUREMENT				

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 10,000/- 7. MD to approve all bills above 1,00,000/-

ORIGINAL INVOICE

TAX 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	Invoice No.	13847
Sharad Kadakia & Others	Invoice Date.	23-10-2020
5-4-187/3 & 4, ll nd floor, MG ROAD, SECUNDRABAD	PO No.	71412
	PO Date.	17-10-2020
	Req ID	60826
	Req Date	17-10-2020
GSTIN : 36	Loc Req No	16596

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4014 - Consumables - Colin - 500ml - nos	3402	4	77.00	308.00	18	55.44
2	4022 - Consumables - Dettol - NA - nos	3401	6	82.00	492.00	18	88.56
	Hand wash,santhoor						
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
4	4007 - Consumables - Cleaning Brush - NA - nos		4	26.00	104.00	18	18.72
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	5	50.00	250.00	18	45.00
6	4041 - Consumables - Mopping stick - NA - nos	9603	6	125.00	750.00	18	135.00
7	4008 - Consumables - Cleaning Cloth - other - nos	6307	6	16.00	96.00	5	4.80
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	6	16.00	96.00	5	4.80
9	4003 - Consumables - Bombay Broom - Big - nos	9603	8	56.00	448.00	0	0.00
10	4055 - Consumables - Scrubber - NA - nos	9603	8	15.00	120.00	18	21.60
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	3,174.00	465.72
	232.86	232.86	Total Invoice Amount	3,639.72	

Rupees : Three Thousand Six Hundred Thirty Nine and Paise Seventy Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 7074 Date 30/10 Sign. Neha

Purchase Order

 17-10-2020 14:40:05

71412
10.10.20 12:36:43

From Company : **Sharad Kadakia and Others**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	71412	16596
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	17-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-10-2020	
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	4014 - Consumables - Colin - 500ml - nos	4.00	77.00	0.00	18.00	363.44
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
3	4022 - Consumables - Dettol - NA - nos *Hand wash,santhoor*	6.00	82.00	0.00	18.00	580.56
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	85.00	0.00	18.00	601.80
5	4007 - Consumables - Cleaning Brush - NA - nos	4.00	26.00	0.00	18.00	122.72
6	4046 - Consumables - Phinyle - 1Ltr - nos	6.00	50.00	0.00	18.00	354.00
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	8.00	25.00	0.00	18.00	236.00
8	4041 - Consumables - Mopping stick - NA - nos	6.00	125.00	0.00	18.00	885.00
9	4098 - Consumables - Dust pan - NA - nos	2.00	25.00	0.00	18.00	59.00
10	4009 - Consumables - Coconut Broom - other - nos	8.00	16.00	0.00	0.00	128.00
11	4006 - Consumables - Bucket - other - nos *Plastic wth Mug*	2.00	245.00	0.00	18.00	578.20
12	4008 - Consumables - Cleaning Cloth - other - nos	6.00	16.00	0.00	5.00	100.80
13	4040 - Consumables - Mopping Cloth - NA - nos	6.00	16.00	0.00	5.00	100.80
14	4003 - Consumables - Bombay Broom - Big - nos	8.00	56.00	0.00	0.00	448.00
15	4055 - Consumables - Scrubber - NA - nos	8.00	15.00	0.00	18.00	141.60
				Total Order Value . . .		**5,301.72**

Rupees : Five Thousand Three Hundred One and Paise Seventy Two Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

For ***Sharad Kadakia and Others***

Authorised Signatory

17/10/2020

Name :

Contact ...

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

P.T.O

Name :

Date : __/__/____

Purchase Order

Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

(1) Part Bill received
Inv — 13847
Amt - 3639/-
Dt - 23/10/20
4/11/20

For ***Sharad Kadakia and Others***

Authorised Signatory

17/10/2020

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Contact

Requisition Form

Company Name:	Sharad J. Kadakia	Date:	16.10.2020
Site & Phase :	Head Office	Time:	11: 57 am
		Req. No.	16596
Material required before date:		ID No.	60826

No	Description	Size	Quantity	Units	Inward No	Date
01	Harpic	06		No's		
02	Lizol	06		No's		
03	Collin	04		No's		
04	Surf Detergent powder	08		No's		
05	Scrubber	08		No's		
06	Bombay Broom	08		No's		
07	Coconut Broom	08		No's		
08	Bucket	02		No's		
09	Toilet Cleaner Brush	04		No's		
10	Dust Pan	02		No's		
11	Cleaning Cloth (Check)	06		No's		
12	Yellow Cloth	06		No's		
13	Santoor Hand Wash	06		No's		
14	Phenyl Perfume	06		No's		
15	Mopping Stick	06		No's		

P.O. 7142

Remarks: for Justa Hotel

Prepared By	Jai kumar	Approved by	
Date	16.10.2020	Sign. & Date	

APPROVED
17 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

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

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	Loc Req No	16596

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4	4007 - Consumables - Cleaning Brush - NA - nos		4
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	5
6	4041 - Consumables - Mopping stick - NA - nos	9603	6
7	4008 - Consumables - Cleaning Cloth - other - nos	6307	6
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	6
9	4003 - Consumables - Bombay Broom - Big - nos	9603	8
10	4055 - Consumables - Scrubber - NA - nos	9603	8
11			
12			
13			
14			
15			
16	INWARD		
17	Inward No: 597 Dt: 23/10/20		
18	MRN No: Dt:		
19	Received By: Sign:		
20	Jamargm		
21	MODI PROPERTIES		
22			
23			
24	Reviewing		
25			
26	23/10.		
27			
28			
29			
30			

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 42252 Date 28/10 Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction