PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71360	PO / WO Date.	16/10/20
Supplier Name	sslp.	PO/WO amount	3,240
Firm/Company	Modi builders Methodist Complex.	Project	Modi builders.
Sl. No.	Bill No.	Bill Date	Bill amount
1	13818.	23/10/20.	2,361
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,361

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11724	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:				2,361
Amount E – PO / WO value:				3,240.
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	DS	APPROVED 04 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date		28/10/20	4/11					

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Modi Builders Methodist Complex	Invoice No.	13818
Opp Chermas, Abids Main Road, Hyderabad	Invoice Date.	23-10-2020
	PO No.	71360
	PO Date.	16-10-2020
	Req ID	60776
GSTIN : 36AABFM2938C2ZK	Req Date	15-10-2020
	Loc Req No	16578

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4000 - Consumables - Acid - NA - ltrs	2806	5	20.00	100.00	18	18.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	3	85.00	255.00	18	45.90
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	5	50.00	250.00	18	45.00
5	4059 - Consumables - Surf Detergent Powder - NA -	3402	6	25.00	150.00	18	27.00
6	4041 - Consumables - Mopping stick - NA - nos	9603	3	125.00	375.00	18	67.50
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	4071 - Consumables - Wiper - Other - nos	9603	2	95.00	190.00	18	34.20
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,022.00	339.00
	169.50	169.50	Total Invoice Amount	2,361.00	

Rupees : Two Thousand Three Hundred Sixty and Paise Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70675 Date 30/10 Sign.

Authorised signatory

Purchase Order

 16-10-2020 13:11:44

71360
10.10.20 12:35:31

From Company : **Modi Builders Methodist Complex**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABFM2938C2ZK

Supplier Details

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	71360	16578
Doc Date	16-10-2020	
Quote No	Nil	
Quote Date	16-10-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4000 - Consumables - Acid - NA - ltrs	5.00	20.00	0.00	18.00	118.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	85.00	0.00	18.00	601.80
4	4046 - Consumables - Phinyle - 1Ltr - nos	5.00	50.00	0.00	18.00	295.00
5	4059 - Consumables - Surf Detergent Powder - NA - kgs	6.00	25.00	0.00	18.00	177.00
6	4041 - Consumables - Mopping stick - NA - nos	3.00	125.00	0.00	18.00	442.50
7	4006 - Consumables - Bucket - other - nos *Plastic wth Mug*	2.00	245.00	0.00	18.00	578.20
8	4008 - Consumables - Cleaning Cloth - other - nos	6.00	16.00	0.00	5.00	100.80
9	4040 - Consumables - Mopping Cloth - NA - nos	6.00	16.00	0.00	5.00	100.80
10	4071 - Consumables - Wiper - Other - nos	2.00	95.00	0.00	18.00	224.20
					Total Order Value . . .	**3,240.10**

Rupees : Three Thousand Two Hundred Fourty and Paise Ten 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	Methodist Complex Opp Chermas, Abids Main Road, Hyderabad. Phone. Contact: Eng. 9100039547
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil

(1) Part Bill recvd.
Inv - 13818
Dt: 23/10/20
Amt: 2361/-
Ballance received
4/11/20

For ***Modi Builders Methodist Complex***
Authorised Signatory

Name :

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

Name :

Date : / /

Contact - -

Purchase Order

 16-10-2020 13:11:44

Original / Office Copy / Purchase Div.Copy

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	

For ***Modi Builders Methodist Complex***

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Oxidi Building and Methodist Company.

Requisition Form

Company Name:	MBMC	Date:	15-10-2020
Site & Phase :	MBMC	Time:	12:30PM
Supplier		Req. No.	16578
Material required before date:	Urgent	ID No.	60776

No	Descriptioiln	Size	Quantity	Unibts	Inward No	Date
1	Lizol	Std	06	NOS		
2	Mopping cloth	Std	06	NOS		
3	Horpic	Std	06	NOS		
4	wipers	Std	02	NOS		
5	Acids	Std	05	NOS		
6	Mopping stick	Std	03	NOS		
7	Cleaning cloth	Std	06	NOS		
8	phynol	Std	05	NOS		
9	Surf	Std	06	NOS		
10	bucket	Std	02	NOS		

P.O. 71360

Remarks :cleaning metirial.

Prepared By	Abinay.T	Approved by	
Sign.& Date	15- 10-2020	Sign. & Date	

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

APPROVED
3 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
Modi Builders Methodist Complex	DC No.	11721
Opp Chermas, Abids Main Road, Hyderabad	DC Date.	23-10-2020
	PO No.	71360
	PO Date.	16-10-2020
	Req ID	60776
GSTIN : 36AABFM2938C2ZK	Req Date	15-10-2020
	Loc Req No	16578

	Description of Goods	HSN/SAC	Qty
1	4000 - Consumables - Acid - NA - ltrs	2806	5
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	3
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	5
5	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	6
6	4041 - Consumables - Mopping stick - NA - nos	9603	3
7	4008 - Consumables - Cleaning Cloth - other - nos	6307	6
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	6
9	4071 - Consumables - Wiper - Other - nos	9603	2
10			
11	Received By		
12			
13			
14			
15			
16			
17			
18	CHECKED		
19			
20	SECURITY/SUP.		
21	28/10/20		
22	By: ... Dt: ... Received		
23			
24			
25	23/10.		
26			
27			
28			
29			
30			

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 42256
Date 28/10
Sign.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

TRANSIT COPY

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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			Total Taxable Amount	2,022.00		339.00
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