PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	11359	PO / WO Date.	16/10/20
Supplier Name	SS/p.	PO/WO amount	5,370.
Firm/Company	Modi properties pvt ltd	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	13817	23/10/20	3,942
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,942

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11720	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:	3,942
Amount E – PO / WO value:	5,370.
Amount F – Difference (A – E): GST-18%	1,428/-

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: Short billed.	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	28/10/20	5/11					

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	Invoice No.	13817
Modi Properties Pvt. Ltd.	Invoice Date.	23-10-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71359
	PO Date.	16-10-2020
	Req ID	60777
GSTIN : 36AABCM4761E1ZM	Req Date	15-10-2020
	Loc Req No	16579

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4000 - Consumables - Acid - NA - ltrs	2806	8	20.00	160.00	18	28.80
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	5	85.00	425.00	18	76.50
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	10	85.00	850.00	18	153.00
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	8	50.00	400.00	18	72.00
5	4059 - Consumables - Surf Detergent Powder - NA -	3402	6	25.00	150.00	18	27.00
6	4041 - Consumables - Mopping stick - NA - nos	9603	5	125.00	625.00	18	112.50
7	4008 - Consumables - Cleaning Cloth - other - nos	6307	8	16.00	128.00	5	6.40
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	10	16.00	160.00	5	8.00
9	4071 - Consumables - Wiper - Other - nos	9603	5	95.00	475.00	18	85.50
10							
11							
12							
13							
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15							

IGST	CGST	SGST				
			Total Taxable Amount	3,373.00		569.70
	284.85	284.85	Total Invoice Amount	3,942.70		

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

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70674 Date 30/10 Sign Neha

Subject to Hyderabad Jurisdiction

Purchase Order

 16-10-2020 14:27:33

71359
10.10.20 12:35:31

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**	71359	16579
	Doc Date	16-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-10-2020	
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	4000 - Consumables - Acid - NA - ltrs	8.00	20.00	0.00	18.00	188.80
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	10.00	85.00	0.00	18.00	1,003.00
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	10.00	85.00	0.00	18.00	1,003.00
4	4046 - Consumables - Phinyle - 1Ltr - nos	8.00	50.00	0.00	18.00	472.00
5	4059 - Consumables - Surf Detergent Powder - NA - kgs	8.00	25.00	0.00	18.00	236.00
6	4041 - Consumables - Mopping stick - NA - nos	5.00	125.00	0.00	18.00	737.50
7	4006 - Consumables - Bucket - other - nos *Plastic wth Mug*	3.00	245.00	0.00	18.00	867.30
8	4008 - Consumables - Cleaning Cloth - other - nos	8.00	16.00	0.00	5.00	134.40
9	4040 - Consumables - Mopping Cloth - NA - nos	10.00	16.00	0.00	5.00	168.00
10	4071 - Consumables - Wiper - Other - nos	5.00	95.00	0.00	18.00	560.50
				Total Order Value . . .		**5,370.50**

Rupees : Five Thousand Three Hundred Seventy and Paise Fifty Only.

Terms and Conditions :-

Bill - 13817 - 23/10/20 -
Amt - 3,942/-
Balance - 1,428.50/-

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	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

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : ____________

Contact - -

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	15-10-2020
Site & Phase :	RAMKEY SELINIUM	Time:	12:30PM
Supplier		Req. No.	16579
Material required before date:	Urgent	ID No.	60777

No	Descriptioiln	Size	Quantity	Unibts	Inward No	Date
1	Lizol	Std	10	NOS		
2	Mopping cloth	Std	10	NOS		
3	Horpic	Std	10	NOS		
4	wipers	Std	05	NOS		
5	Acids	Std	08	NOS		
6	Mopping stick	Std	05	NOS		
7	Cleaning cloth	Std	08	NOS		
8	phynol	Std	08	NOS		
9	Surf	Std	08	NOS		
10	bucket	Std	03	NOS		

P.O #1359

Remarks :cleaning metirial. For ramkey

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.

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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.	11720
Modi Properties Pvt. Ltd.	DC Date.	23-10-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71359
	PO Date.	16-10-2020
	Req ID	60777
GSTIN : 36AABCM4761E1ZM	Req Date	15-10-2020
	Loc Req No	16579

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

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 42255 Date 28/10 Sign

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

GSTIN/UNI: 36ACQFS2044C1Z7

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8	4040 - Consumables - Mopping Cloth - NA - nos	6307	10	16.00	160.00	5	8.00
9	4071 - Consumables - Wiper - Other - nos	9603	5	95.00	475.00	18	85.50
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