PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71412	PO / WO Date.	17/10/20
Supplier Name	SSllp.	PO/WO amount	5301.72/–
Firm/Company	Sharad Kadakia & others	Project	410.
Sl. No.	Bill No.	Bill Date	Bill amount
1	13984	2/11/20.	1,603
2			
3			
4			
Amount A -- Bills total(Excluding Transport & Hamali Charges):			1,603

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11869	2/11/20	85293	☑ 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:	1,603.
Amount E -- PO / WO value:	5301.72/–
Amount F -- Difference (A -- E): GST-18%	59/–

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	**7.11.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	3/11/20.	5/11/20					

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. 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

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		
Sharad Kadakia & Others	Invoice No.	13984
5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD	Invoice Date.	02-11-2020
	PO No.	71412
	PO Date.	17-10-2020
	Req ID	60826
GSTIN : 36	Req Date	17-10-2020
	Loc Req No	16596

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
2	4059 - Consumables - Surf Detergent Powder - NA -	3402	8	25.00	200.00	18	36.00
3	4098 - Consumables - Dust pan - NA - nos		2	25.00	50.00	18	9.00
4	4009 - Consumables - Coconut Broom - other - nos	9603	8	16.00	128.00	0	0.00
5	4006 - Consumables - Bucket - other - nos Plastic wth Mug	7310	2	245.00	490.00	18	88.20
6							
7							
8							
9							
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11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,378.00	225.00
	112.50	112.50	Total Invoice Amount	1,603.00	

Rupees : One Thousand Six Hundred Three Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD No. 70505
Date 04/11
Sign. Neha

Authorised signatory

17-11-2020 17:48:46

Purchase Order

Original / Office Copy / Purchase Div.Copy

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
5-4-187/3&4,II nd floor,Soharn Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551
9618244433

Doc No	71412	16596
Doc Date	17-10-2020	
Quote No	Nil	
Quote Date	17-10-2020	
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 with 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
	Rupees : Five Thousand Three Hundred One and Paise Seventy Two Only.		**Total Order Value . . .**			**5,301.72**

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

For ***Sharad Kadakia and Others***

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

17-11-2020 17:48:46

Purchase Order

Original / Office Copy / Purchase Div.Copy

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 Cost	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	

Part bill received

Bill no: 13847 & 13984

Bill date: 18/11/20 & 02/11/2020

Bill amt : 3639.72/— & 1603/—

Bal amt receivable : 59/—

For ***Sharad Kadakia and Others***

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

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		
Sharad Kadakia & Others	DC No.	11869
5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD	DC Date.	02-11-2020
	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
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
2	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	8
3	4098 - Consumables - Dust pan - NA - nos		2
4	4009 - Consumables - Coconut Broom - other - nos	9603	8
5	4006 - Consumables - Bucket - other - nos	7310	2
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INWARD
Inward No: 617 Dt: 02/11/20
MRN No: Dt:
Received By: Saranya Sign:
MODI PROPERTIES

MODI PROPERTIES
42535
5/11/20

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Company Name	Modi Properties pvt ltd				
Site & Phase	Head Office			Requisition No.	16596
Date	10-10-2020	Time	10:30 AM		
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Colin	std	5	NOS
	Lisol	std	6	
	Dettol	std	6	
	Harpic	std	6	
	Cleaning brush	std	4	
	Phinyle	std	6	
	Surh	std	8	
	Mopping stick	std	6	
	Dustpan	std	2	
	Coconut broom	std	8	
	Bucket	std	2	
	Cleaning cloth	std	6	
	Mopping cloth	std	6	
Bombay broom		std	8	
Scrubber		std	8	
Remarks:		std		
		std		
	Prepared By:	Iqra		
Sign. & Date:	10-10-2020	std		

APPROVED
24 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE