

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		Sslp.		PO/WO amount		5301.72/-	
Firm/Company		Shasad Kadakia & others		Project		41.0.	
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%							
591/-							
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:							
Date	3/11/20.	20/11/20					

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

1 of 1 : 02-11-2020

Customer Details				Invoice No.		13984	
Sharad Kadakia & Others 5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD GSTIN : 36				Invoice Date.		02-11-2020	
				PO No.		71412	
				PO Date.		17-10-2020	
				Req ID		60826	
				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	7310	2	245.00	490.00	18	88.20
	Plastic with Mug						
6							
7							
8							
9							
10							
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

Authorized signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Original / Office Copy / Purchase Div.Copy

From Company : **Sharad Kadakia and Others**
 5-4-187/3 & 4, II nd 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

Doc No 71412 16596

Doc Date 17-10-2020

Quote No Nil

Quote Date 17-10-2020

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

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 - Liso Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
3 4022 - Consumables - Dettol - NA - nos Hard 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

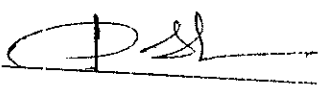
Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill
For **Sharad Kadakia and Others**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**Name: 

Contact

Name: _____

Date: ___/___/___

Purchase Order

Page(s) 2 Of 2

17-11-2020 17:48:46

Original / Office Copy / Purchase Div.Copy

Tax All taxes included in above price.
Delivery Date Next Working Day.
Delivery Location Head Office.
5-4-1873 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551
Penalty 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 Kudakla and Others**

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Date : _/_/_

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

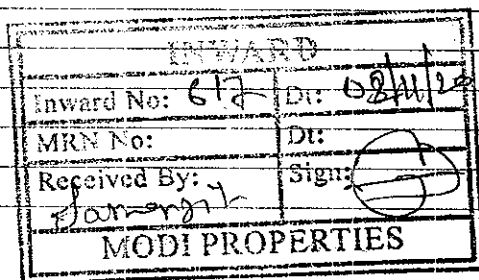
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 02-11-2020

Customer Details		DC No.	11869
Sharad Kadakia & Others		DC Date.	02-11-2020
5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD		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
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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Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signature

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