

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		11/11/20.		Prepared by:		D.SOWMYA																									
PO/WO no.		71883.		PO / WO Date.		5/11/20																									
Supplier Name		SSlp.		PO/WO amount		1,039																									
Firm/Company		Soham mansion Owners Association		Project,		H.O.																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	14125	7/11/20.		1,039																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,039																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																											
1.	11991	7/11/20	85675	☒ 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:						1,039																									
Amount E – PO / WO value:						1,039																									
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			14.11.2020																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Approved by</td> <td style="width: 12.5%;">Purchase Officer</td> <td style="width: 12.5%;">Purchase Manager</td> <td style="width: 12.5%;">Procurement Manager</td> <td style="width: 12.5%;">MD</td> <td style="width: 12.5%;">Accounts – receiver of bill</td> <td style="width: 12.5%;">Accountant</td> <td style="width: 12.5%;">Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>11/11/20</td> <td>21/11</td> <td>26 NOV 2020</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	11/11/20	21/11	26 NOV 2020				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:																															
Date	11/11/20	21/11	26 NOV 2020																												

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 : 07-11-2020

Customer Details				Invoice No.		14125	
Soham Mansion Owners Association 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 GSTIN : 36				Invoice Date.		07-11-2020	
				PO No.		71883	
				PO Date.		05-11-2020	
				Req ID		61296	
				Req Date		05-11-2020	
				Loc Req No		16640	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	85.00	340.00	18	61.20
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	2	85.00	170.00	18	30.60
3	4059 - Consumables - Surf Detergent Powder - NA -	3402	4	25.00	100.00	18	18.00
4	4055 - Consumables - Scrubber - NA - nos	9603	8	15.00	120.00	18	21.60
5	4000 - Consumables - Acid - NA - ltrs	2806	4	20.00	80.00	18	14.40
6	4040 - Consumables - Mopping Cloth - NA - nos	6307	5	16.00	80.00	5	4.00
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
Total Taxable Amount				890.00		149.80	
74.90				74.90		Total Invoice Amount	
				1,039.80			
Rupees : One Thousand Thirty Nine and Paise Eighty Only.							

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



 Authorised signatory

Purchase Order

Page(s) 1

05-11-2020 15:53:00

Origin:



71883

30.10.20 4:44:41

From Company : **Soham Mansion Owners Association**
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,Soham Mansion,MG Road, Secunderabad GSTIN 36ACQFS2044C1Z7 040-66335551 9618244433	Doc No	71883	16640
	Doc Date	05-11-2020	
	Quote No	Nil	
	Quote Date	05-11-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	4.00	85.00	0.00	18.00	401.20
2 4035 - Consumables - Harpic - Cleaner - 500ml - nos	2.00	85.00	0.00	18.00	200.60
3 4059 - Consumables - Surf Detergent Powder - NA - kgs	4.00	25.00	0.00	18.00	118.00
4 4055 - Consumables - Scrubber - NA - nos	8.00	15.00	0.00	18.00	141.60
5 4000 - Consumables - Acid - NA - ltrs	4.00	20.00	0.00	18.00	94.40
6 4040 - Consumables - Mopping Cloth - NA - nos	5.00	16.00	0.00	5.00	84.00
Total Order Value . . .					1,039.80

Rupees : One Thousand Thirty Nine and Paise Eighty 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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty 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	

For **Soham Mansion Owners Association**

Authorised Signatory

Name :

Contact :-

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

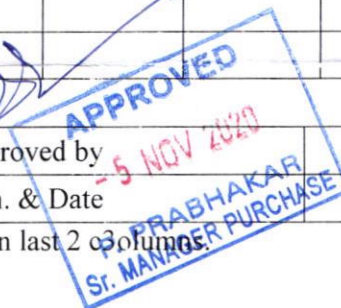
Date : _/_/

Company Name:	Soham Mansion Owners Association	Date:	02.11.2020
Site & Phase :	Head Office	Time:	03: 30 pm
		Req. No.	16640
Material required before date:		ID No.	61296

P.O. 41883

Approved by
Sign. & Date

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



Summit Sales LLP

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

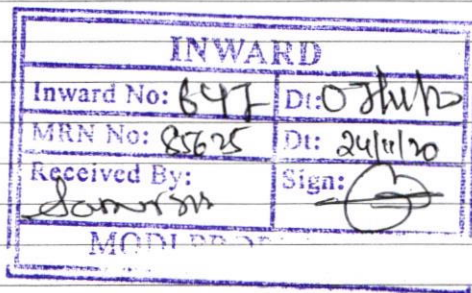
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3 4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	4	
4 4055 - Consumables - Scrubber - NA - nos	9603	8	
5 4000 - Consumables - Acid - NA - ltrs	2806	4	
6 4040 - Consumables - Mopping Cloth - NA - nos	6307	5	
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for Summit Sales LLP

Authorized Signatory

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