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	SSllp.	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 bel~~ow)
Excess / short material received	□ ~~Approved – within acceptab~~le 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:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 26 NOV 2020				
Date	11/11/20	24/11	MINISH PARIKH MANAGER PROCUREMENT				

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		
Soham Mansion Owners Association	Invoice No.	14125
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003	Invoice Date.	07-11-2020
	PO No.	71883
	PO Date.	05-11-2020
	Req ID	61296
GSTIN : 36	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							
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10							
11							
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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

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 7131 Date 11/11/20 Sign. Neha

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 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, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	71883	16640
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	05-11-2020	
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	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
Penality 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 : __/__/____

Requisition Form

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

S.No	Description	Size	Quantity	Units	Inward No	Date
01	Harpic		02	No's		
02	Lizol		04	No's		
03	Surf		04	No's		
04	Mopping cloth (White)		05	No's		
05	Scrubber		08	No's		
06	Acid		04	No's		

P.O. 71883

Prepared By	Jai kumar	Approved by	
Date	02.11.2020	Sign. & Date	

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

APPROVED
- 5 NOV 2020
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		
Soham Mansion Owners Association	DC Date.	07-11-2020
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003	PO No.	71883
	PO Date.	05-11-2020
	Req ID	61296
GSTIN : 36	Req Date	05-11-2020
	Loc Req No	16640

DC No. 11991

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	2
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
7			
8			
9			
10	INWARD		
11	Inward No: 647 Dt: 07/11/20		
12	MRN No: 85625 Dt: 24/11/20		
13	Received By: Sign:		
14			
15	MODI PROP...		
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MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 42623 Date 10/11/20 Sign.

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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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Soham Mansion Owners Association	Invoice Date.	07-11-2020
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003	PO No.	71883
	PO Date.	05-11-2020
	Req ID	61296
GSTIN : 36	Req Date	05-11-2020
	Loc Req No	16640

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15							

IGST	CGST	SGST			
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	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