PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	71371	PO / WO Date.	22/09/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 6,711/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	14729	10/12/2020	Rs. 2,812/-
2.			-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,812/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	2673	22/09/2020	-	□ Yes □ No
2.	-	-	-	□ Yes □ No
3.	-	-	-	□ Yes □ No
4.	-	-	-	□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 2,812/-
Amount E – PO / WO value:				Rs. 6,711/-
Amount F – Difference (A – E):				Rs. -3,899/-

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	**19/12/2020**
Remarks: **Part bill received.**	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	17/12/20	17/12					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

#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.	14729
Modi Properties Pvt. Ltd.	Invoice Date.	10-12-2020
HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD	PO No.	71371
	PO Date.	22-09-2020
	Req ID	60034
GSTIN : 36AABCM4761E1ZM	Req Date	19-09-2020
	Loc Req No	16504

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4065 - Consumables - Vim bar - NA - nos	3405	4	42.00	168.00	18	30.24
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
3	4022 - Consumables - Dettol - NA - nos Hand wash	3401	4	82.00	328.00	18	59.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	4	50.00	200.00	18	36.00
6	4022 - Consumables - Dettol - NA - nos	3401	1	82.00	82.00	18	14.76
7	4041 - Consumables - Mopping stick - NA - nos	9603	4	125.00	500.00	18	90.00
8	4040 - Consumables - Mopping Cloth - NA - nos	6307	6	16.00	96.00	5	4.80
9							
10	MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 7205 Date: 14/12 Sign: Neha						
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,394.00	418.44
	209.22	209.22	Total Invoice Amount	2,812.44	

Rupees : Two Thousand Eight Hundred Twelve and Paise Fourty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL	DC No. : 2673
	Date : 22/9/20
Site: Head Office Secunderabad	Vehicle No. : TS10UA0143
	P.O. / W.O. No. Log - 16504/16507
	P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Lysol	06 Nos
2	Phenyl	04 "
3	Harpic	06 "
4	Mopping cloth	06 "
5	Mopping stick	04 "
6	Savalon (1 Litre)	01 "
7	Vim bar	04 "
8	Santoor hand wash	04 "
9	~~Water bottle~~	~~24 "~~
10		
11		
12		
13	Sending to HO for office use	
14	(NEW)	
15		
16		
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : Ch. Krishna

Stamp:

Date :

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 10-12-2020 15:01:04

71371
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	**Doc No**	71371	16504
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-09-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-09-2020	
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	4065 - Consumables - Vim bar - NA - nos	4.00	42.00	0.00	18.00	198.24
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs Bal. 2	8.00	85.00	0.00	18.00	802.40
3	4022 - Consumables - Dettol - NA - nos *Hand wash*	4.00	82.00	0.00	18.00	387.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	85.00	0.00	18.00	601.80
5	4046 - Consumables - Phinyle - 1Ltr - nos	4.00	50.00	0.00	18.00	236.00
6	4022 - Consumables - Dettol - NA - nos Bal. 23	24.00	82.00	0.00	18.00	2,322.24
7	4041 - Consumables - Mopping stick - NA - nos	4.00	125.00	0.00	18.00	590.00
8	4040 - Consumables - Mopping Cloth - NA - nos	6.00	16.00	0.00	5.00	100.80
9	4108 - Consumables - Water Bottle - NA - Nos	24.00	52.00	0.00	18.00	1,472.64
				Total Order Value . . .		**6,711.16**

Rupees : Six Thousand Seven Hundred Eleven and Paise Sixteen Only.

Part Bill received of Rs. 2812/- a B.no: 14729 and Bal. Bill of 10/12/20 Rs. 3899/- to be receivable.
10/12/20.

Terms and Conditions :-

Specification / Brand	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 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.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Name : ______________

Date : __/__/____

Purchase Order

Completion Date NA

Measurment NA

Security Nil

Remarks

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

11/11/2020

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Company Name	Modi Properties Pvt.Ltd				
Site & Phase	Head Office			Requisition No.	
Date	22-09-2020	Time	11:30 AM		16504
Supplier					
Material required before				Time:	60034 / ~~60031~~

Sl. No.	Description	SIZE	QTY	UNITS
1.	Lizol	std	08	Nos
2	Phenyl	std	04	Nos
3	Harpic	std	06	Nos
4	Mopping cloth P.O. #1371	std	06	Nos
5	Mopping stick	std	04	Nos
6	Savalon (1 litre)	std	01	Nos
7	Vimbar	std	04	Nos
8	Santoor Hand wash	std	04	Nos
9	Water bottle	std	24	Nos

APPROVED
11 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks:			
		ID. No:	
Prepared By:	Iqra	Approved By:	
Sign. & Date:	22-09-2020	Sign. & Date:	

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s MPPL (gesta)

Site: Head Office Secunderabad

DC No.	: 2673
Date	: 22/9/20
Vehicle No.	: TS10UA0143
P.O. / W.O. No.	Req - 16504/16507
P.O. / W.O. Date :	

Sl. No.	PARTICULARS	Quantity
1	Lysol	06 Nos
2	Phenyl	04 (1)
3	Harpic	06 (1)
4	Mopping cloth	06 (1)
5	Mopping stick	04 (1)
6	Savalon (1 Litre)	01 (1)
7	Vim bar	04 (1)
8	Santoor hand wash	04 (1)
9	Water bottle (Cancelled)	24 (4)
10	To see with 2672 this is for HO	
11		
12		
13	Sending to HO for office use	
14	(NEW)	
15	INWARD	
16	Inward No: 498 Dt: 22-9-20	
17	MRN No: Dt:	
18	Received By: Sign:	
19	MODI PROPERTIES	
20		

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 41424 Date 24/9

GSTIN :

Received the above materials in good condition.

Received by : Ch. Krishna

Stamp:

Date :

For SUMMIT SALES LLP

Authorised Signatory