PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 24/12/2020 | Prepared by: | T.D. Murthy |
| PO/WO no. | 73001 | PO / WO Date. | 15/12/2020 |
| Supplier Name | Summit Sales LLP | PO/WO amount | Rs. 6,699/- |
| Firm/Company | Syed Mehdi and Razia Banu | Project | Head Office |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 14923 | 19/12/2020 | Rs. 5,170/- |
| 2. | - | - | - |
| 3. | | | - |
| 4. | | | - |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | Rs. 5,170/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 12698 | 19/12/2020 | - | ☑ 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. 5,170/- |
| Amount E – PO / WO value: | | | | Rs. 6,699/- |
| Amount F – Difference (A – E): | | | | Rs. -1,529/- |

| | |
|---|---|
| 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 | **26/12/2020** |

Remarks: **Part bill received.**

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | | APPROVED 24 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 24/12/20. | | | | | | |

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. 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

ORIGINAL

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | Invoice No. | 14923 |
|---|---|---|
| Syed Mehdi and Razia Banu | Invoice Date. | 19-12-2020 |
| Head office -5-4-187/3 &4 2 nd floor ,m g road | PO No. | 73001 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62330 |
| GSTIN : 36AVWPS4017L1ZT | Req Date | 15-12-2020 |
| | Loc Req No | 16751 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4008 - Consumables - Cleaning Cloth - other - nos | 6307 | 12 | 16.00 | 192.00 | 5 | 9.60 |
| 2 | 4039 - Consumables - Lisol Cleaning Liquid - NA - | 3808 | 12 | 85.00 | 1,020.00 | 18 | 183.60 |
| 3 | 4022 - Consumables - Dettol - NA - nos<br>Hand wash | 3401 | 4 | 82.00 | 328.00 | 18 | 59.04 |
| 4 | 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 3808 | 12 | 85.00 | 1,020.00 | 18 | 183.60 |
| 5 | 4009 - Consumables - Coconut Broom - other - nos | 9603 | 12 | 16.00 | 192.00 | 0 | 0.00 |
| 6 | 4014 - Consumables - Colin - 500ml - nos | 3402 | 5 | 77.00 | 385.00 | 18 | 69.30 |
| 7 | 4098 - Consumables - Dust pan - NA - nos | | 2 | 25.00 | 50.00 | 18 | 9.00 |
| 8 | 4059 - Consumables - Surf Detergent Powder - NA - | 3402 | 4 | 25.00 | 100.00 | 18 | 18.00 |
| 9 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 24 | 20.00 | 480.00 | 18 | 86.40 |
| 10 | 4003 - Consumables - Bombay Broom - Big - nos | 9603 | 6 | 56.00 | 336.00 | 0 | 0.00 |
| 11 | 4071 - Consumables - Wiper - Other - nos | 9603 | 4 | 95.00 | 380.00 | 18 | 68.40 |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 92558 Date 28/12/20 Sign.

| IGST | CGST | SGST | Total Taxable Amount | 4,483.00 | 686.94 |
|---|---|---|---|---|---|
| | 343.47 | 343.47 | Total Invoice Amount | 5,169.94 | |

Rupees : Five Thousand One Hundred Sixty Nine and Paise Ninty Four Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 15-12-2020 16:41:15

73001
16.12.20 11:38:25

| From Company : | **Syed Mehdi and Razia Banu**<br>Bowenpally Check Post, Beside MMR Function Hall, Bowenpally.<br>G S T No. : 36AVWPS4017L1ZT |
|---|---|

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 73001 | 16751 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 15-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 15-12-2020 | |
| 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 | 4008 - Consumables - Cleaning Cloth - other - nos | 12.00 | 16.00 | 0.00 | 5.00 | 201.60 |
| 2 | 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 12.00 | 85.00 | 0.00 | 18.00 | 1,203.60 |
| 3 | 4022 - Consumables - Dettol - NA - nos<br>*Hand wash* | 4.00 | 82.00 | 0.00 | 18.00 | 387.04 |
| 4 | 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 12.00 | 85.00 | 0.00 | 18.00 | 1,203.60 |
| 5 | 4046 - Consumables - Phinyle - 1Ltr - nos | 12.00 | 50.00 | 0.00 | 18.00 | 708.00 |
| 6 | 4009 - Consumables - Coconut Broom - other - nos | 12.00 | 16.00 | 0.00 | 0.00 | 192.00 |
| 7 | 4014 - Consumables - Colin - 500ml - nos Bal. 3 | 8.00 | 77.00 | 0.00 | 18.00 | 726.88 |
| 8 | 4098 - Consumables - Dust pan - NA - nos | 2.00 | 25.00 | 0.00 | 18.00 | 59.00 |
| 9 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 4.00 | 25.00 | 0.00 | 18.00 | 118.00 |
| 10 | 4000 - Consumables - Acid - NA - ltrs | 24.00 | 20.00 | 0.00 | 18.00 | 566.40 |
| 11 | 4055 - Consumables - Scrubber - NA - nos | 12.00 | 15.00 | 0.00 | 18.00 | 212.40 |
| 12 | 4003 - Consumables - Bombay Broom - Big - nos Bal. 6 | 12.00 | 56.00 | 0.00 | 0.00 | 672.00 |
| 13 | 4071 - Consumables - Wiper - Other - nos | 4.00 | 95.00 | 0.00 | 18.00 | 448.40 |
| | | | | | **Total Order Value . . .** | **6,698.92** |

Rupees : Six Thousand Six Hundred Ninty Eight and Paise Ninty Two Only.

=> Part Bill received of Rs. 5170/- and Bal. Bill of Rs. 1529/- to be receivable. B. 14923 19/12/20

21/12/20

**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 |

For ***Syed Mehdi and Razia Banu***

Authorised Signatory

15/12/2020

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

| Company Name: | Syed Mehdi | Date: | |
|---|---|---|---|
| Site & [illegible] | Head Office | Time: | 04: 30 pm |
| | | Req. No. | 16751 |
| Material required before date: | | ID No | 62330 |

P.O. 73001

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 01 | Lizol | | 12 | No's | | |
| 02 | Phenyl | | 12 | No's | | |
| 03 | Harpic | | 12 | No's | | |
| 04 | Coconut Brooms | | 12 | No's | | |
| 05 | Bombay Broom | | 12 | No's | | |
| 06 | Dust Pan | | 02 | No's | | |
| 07 | Acid | | 24 | No's | | |
| 08 | Scrubber | | 12 | No's | | |
| 09 | Wiper | Big | 04 | No's | | |
| 10 | Cleaning Cloth( Check) | | 12 | No's | | |
| 11 | Collin | | 08 | No's | | |
| 12 | Surf | 1 kg | 04 | No's | | |
| 14 | Hand Wash | | 04 | No's | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : For R.M. Mansion ( Banjarahills)

| Prepared By | Jai kumar | Approved by | |
|---|---|---|---|
| Date | 07.07.2020 | Sign. & Date | |

Note: On receipt of material at site write inward number and date in last 2 c3olumns.

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** | DC No. | 12698 |
|---|---|---|
| Syed Mehdi and Razia Banu | DC Date. | 19-12-2020 |
| Head office -5-4-187/3 &4 2 nd floor ,m g road | PO No. | 73001 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62330 |
| | Req Date | 15-12-2020 |
| GSTIN : 36AVWPS4017L1ZT | Loc Req No | 16751 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4008 - Consumables - Cleaning Cloth - other - nos | 6307 | 12 |
| 2 | 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 3808 | 12 |
| 3 | 4022 - Consumables - Dettol - NA - nos | 3401 | 4 |
| 4 | 4035 - Consumables - Harpic - Cleaner - 500ml - nos | 3808 | 12 |
| 5 | 4009 - Consumables - Coconut Broom - other - nos | 9603 | 12 |
| 6 | 4014 - Consumables - Colin - 500ml - nos | 3402 | 5 |
| 7 | 4098 - Consumables - Dust pan - NA - nos | | 2 |
| 8 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 3402 | 4 |
| 9 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 24 |
| 10 | 4003 - Consumables - Bombay Broom - Big - nos | 9603 | 6 |
| 11 | 4071 - Consumables - Wiper - Other - nos | 9603 | 4 |
| 12 | | | |
| 13 | | | |
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MODI PROPERTIES PVT. LTD. INWARD No. 44033 Date 23/12 Sign

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

TAX INVOICE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | | |
|---|---|---|
| Syed Mehdi and Razia Banu | Invoice No. | 14923 |
| Head office -5-4-187/3 &4 2 nd floor ,m g road | Invoice Date. | 19-12-2020 |
| | PO No. | 73001 |
| | PO Date. | 15-12-2020 |
| | Req ID | 62330 |
| GSTIN : 36AVWPS4017L1ZT | Req Date | 15-12-2020 |
| | Loc Req No | 16751 |

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| 8 | 4059 - Consumables - Surf Detergent Powder - NA - | 3402 | 4 | 25.00 | 100.00 | 18 | 18.00 |
| 9 | 4000 - Consumables - Acid - NA - ltrs | 2806 | 24 | 20.00 | 480.00 | 18 | 86.40 |
| 10 | 4003 - Consumables - Bombay Broom - Big - nos | 9603 | 6 | 56.00 | 336.00 | 0 | 0.00 |
| 11 | 4071 - Consumables - Wiper - Other - nos | 9603 | 4 | 95.00 | 380.00 | 18 | 68.40 |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 4,483.00 | | 686.94 |
| | 343.47 | 343.47 | Total Invoice Amount | 5,169.94 | | |

Rupees : Five Thousand One Hundred Sixty Nine and Paise Ninty Four Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction