

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>26/12/2020</u>		Prepared by: <u>D.SOWMYA</u>	
PO/WO no. <u>73000</u>		PO / WO Date. <u>15/12/20</u>	
Supplier Name <u>SSLP</u>		PO/WO amount <u>5,143/-</u>	
Firm/Company <u>Sharad Kadia & others</u>		Project <u>Head office</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>14814</u>	<u>15/12/2020</u>	<u>3,158/-</u>
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			<u>3,158/-</u>
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	<u>12602</u>	<u>15/12/20</u>	☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits : Transportation charges			<u>—</u>
Amount C –Other Debits :			<u>—</u>
Amount D (D=A+B-C) – Amount to be credited to the supplier:			<u>3,158/-</u>
Amount E – PO / WO value:			<u>5,143/-</u>
Amount F – Difference (A – E): GST-18%			<u>1,985/-</u>
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. <u>—</u> /- ☒ No	
Payment – due date		<u>26.12.2020</u> <u>01/01/2020</u>	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<u>[Signature]</u>		
Date	<u>26/12/20</u>	<u>28/12</u>	

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

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

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 15-12-2020

Supplier / Customer / Transporter - Copy

Customer Details				Invoice No.	14814		
Sharad Kadakia & Others 5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD GSTIN : 36				Invoice Date.	15-12-2020		
				PO No.	73000		
				PO Date.	15-12-2020		
				Req ID	62331		
				Req Date	15-12-2020		
				Loc Req No	16752		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4014 - Consumables - Colin - 500ml - nos	3402	4	77.00	308.00	18	55.44
2	4022 - Consumables - Dettol - NA - nos Santoor-Hand wash	3401	4	82.00	328.00	18	59.04
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	7	85.00	595.00	18	107.10
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6	50.00	300.00	18	54.00
5	4059 - Consumables - Surf Detergent Powder - NA -	3402	8	25.00	200.00	18	36.00
6	4040 - Consumables - Mopping Cloth - NA - nos	6307	10	16.00	160.00	5	8.00
7	4041 - Consumables - Mopping stick - NA - nos	9603	1	125.00	125.00	18	22.50
8	4003 - Consumables - Bombay Broom - Big - nos	9603	8	56.00	448.00	0	0.00
9	4009 - Consumables - Coconut Broom - other - nos	9603	8	16.00	128.00	0	0.00
10	4071 - Consumables - Wiper - Other - nos	9603	2	95.00	190.00	18	34.20
11							
12							
13							
14							
15							
IGST		CGST	SGST	Total Taxable Amount		2,782.00	376.28
		188.14	188.14	Total Invoice Amount		3,158.28	
Rupees : Three Thousand One Hundred Fifty Eight and Paise Twenty Eight Only.							

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order



73000

05.12.20 12:14:15

e(s) 1-942

15-12-2020 16:41:15

Orig

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, Soham Mansion, MG Road, Secunderabad GSTIN 36ACQFS2044C1Z7 040-66335551 9618244433	Doc No	73000	16752
	Doc Date	15-12-2020	
	Quote No	Nil	
	Quote Date	15-12-2020	
	SupplyType	Supply	

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 - Lisol Cleaning Liquid - NA - ltrs	8.00	85.00	0.00	18.00	802.40
3 4022 - Consumables - Dettol - NA - nos Santoor-Hand wash	4.00	82.00	0.00	18.00	387.04
4 4035 - Consumables - Harpic - Cleaner - 500ml - nos	8.00	85.00	0.00	18.00	802.40
5 4046 - Consumables - Phynyle - 1Ltr - nos	6.00	50.00	0.00	18.00	354.00
6 4059 - Consumables - Surf Detergent Powder - NA - kgs	8.00	25.00	0.00	18.00	236.00
7 4055 - Consumables - Scrubber - NA - nos	10.00	15.00	0.00	18.00	177.00
8 4008 - Consumables - Cleaning Cloth - other - nos	10.00	16.00	0.00	5.00	168.00
9 4040 - Consumables - Mopping Cloth - NA - nos	10.00	16.00	0.00	5.00	168.00
10 4041 - Consumables - Mopping stick - NA - nos	6.00	125.00	0.00	18.00	885.00
11 4003 - Consumables - Bombay Broom - Big - nos	8.00	56.00	0.00	0.00	448.00
12 4009 - Consumables - Coconut Broom - other - nos	8.00	16.00	0.00	0.00	128.00
13 4071 - Consumables - Wiper - Other - nos	2.00	95.00	0.00	18.00	224.20
Total Order Value ...					5,143.48

Rupees : Five Thousand One Hundred Fourty Three and Paise Fourty Eight 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 OfficeFor **Sharad Kadakia and Others**

Authorised Signatory

Name : _____

Contact : _____

Name : _____

Date : ____/____/____

Part bill received

@ 14814 - 15/12/20 - 3,158/-

Bal amt - 1,985/-

Neha 26/12/20

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Case :

Head Office (Jai Kumar)

Req. No.

16752

ID No.

62331

Material required before date:

Inward No

S.No	Description	Size	Quantity	Units	Inward No
01	Harpic		08	No's	
02	Lizol		08	No's	
03	Surf Detergent powder	1 kg	08	Packets	
04	Scrubber		10	No's	
05	Bombay Broom		08	No's	
06	Coconut Broom		08	No's	
07	Phenyl		06	No's	
08	Cleaning Cloth (Check)		10	No's	
09	Yellow Cloth		10	No's	
10	Santoor Hand Wash		04	No's	
11	Mopping Stick		06	No's	
12	Small Wiper	Small	02	No's	
13	BIG Wiper	Big	02	No's	
14	Collin		04	No's	

P.O. 73000

Remarks: Justa Hotel

APPROVED

15 DEC 2020

Prepared By

Jai kumar

Approved by NISH PARIKH
MANAGER PROCUREMENT

Date

07.12.2020

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

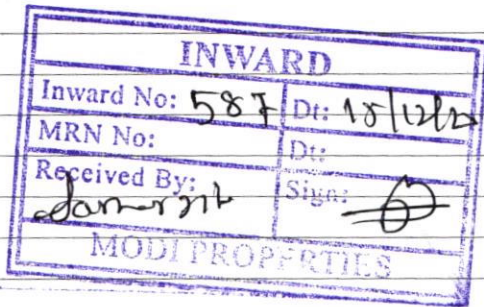
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

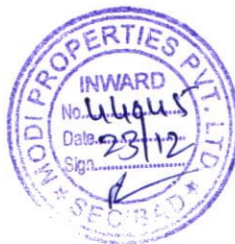
GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 15-12-2020

Customer Details		DC No.	12602
Sharad Kadakia & Others 5-4-187/3 & 4, II nd floor, MG ROAD, SECUNDRABAD GSTIN : 36		DC Date.	15-12-2020
		PO No.	73000
		PO Date.	15-12-2020
		Req ID	62331
		Req Date	15-12-2020
		Loc Req No	16752
	Description of Goods	HSN/SAC	Qty
1	4014 - Consumables - Colin - 500ml - nos	3402	4
2	4022 - Consumables - Dettol - NA - nos	3401	4
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	7
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6
5	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	8
6	4040 - Consumables - Mopping Cloth - NA - nos	6307	10
7	4041 - Consumables - Mopping stick - NA - nos	9603	1
8	4003 - Consumables - Bombay Broom - Big - nos	9603	8
9	4009 - Consumables - Coconut Broom - other - nos	9603	8
10	4071 - Consumables - Wiper - Other - nos	9603	2
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Subject to Hyderabad Jurisdiction



for Summit Sales LLP

 Authorised signatory

Summit Sales LLP

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

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9	4009 - Consumables - Coconut Broom - other - nos	9603	8	16.00	128.00	0	0.00
10	4071 - Consumables - Wiper - Other - nos	9603	2	95.00	190.00	18	34.20
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				Total Invoice Amount		2,782.00	
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