PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/01/21	Prepared by:	NEHA .C
PO/WO no.	73000	PO / WO Date.	15/12/20
Supplier Name	SS11P	PO/WO amount	5,143/-
Firm/Company	Sharad J. kadakia	Project	H.O (Justa Hotel)
Sl. No.	Bill No.	Bill Date	Bill amount
1	15106	30/12/2020	~~19,85~~. 1,985/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,985/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12875	30/12/20	–	□ 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:	1,985/-
Amount E – PO / WO value:	5,143/-
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	08/01/21
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]	APPROVED 05 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	04/01/21	4/1/21					

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		
Sharad Kadakia & Others	Invoice No.	15106
5-4-187/3 & 4, ll nd floor, MG ROAD, SECUNDRABAD	Invoice Date.	30-12-2020
	PO No.	73000
	PO Date.	15-12-2020
	Req ID	62331
	Req Date	15-12-2020
GSTIN : 36	Loc Req No	16752

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	8	85.00	680.00	18	122.40
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	1	85.00	85.00	18	15.30
3	4055 - Consumables - Scrubber - NA - nos	9603	10	15.00	150.00	18	27.00
4	4008 - Consumables - Cleaning Cloth - other - nos	6307	10	16.00	160.00	5	8.00
5	4041 - Consumables - Mopping stick - NA - nos	9603	5	125.00	625.00	18	112.50
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IGST	CGST	SGST				
			Total Taxable Amount	1,700.00		285.20
	142.60	142.60	Total Invoice Amount		1,985.20	

Rupees : One Thousand Nine Hundred Eighty Five and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

72886
2/1/21

 15-12-2020 16:41:15 Origi 73000
05.12.20 12:14:15

Purchase Order

From Company : **Sharad Kadakia and Others**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	73000	16752
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	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 - Phinyle - 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 Office

Part bill received
@ 14814 – 15/12/20 – 3,158/– ~~1985~~
Bal amt – 1,985/ –
Neha 26/12/20

For ***Sharad Kadakia and Others***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : 15/12/2020

Name : ______

Date : __/__/____

Contact : ..

Requisition Form

Company Name:	Sharad J. Kadakia	Date:	07.12.2020
Site & Place	Head Office (Justa Hotel)	Time:	04: 03 pm
		Req. No.	16752
Material required before date:		ID No.	62331

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
MANISH PARIKH
MANAGER PROCUREMENT

Prepared By	Jai kumar	Approved by	
Date	07.12.2020	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.	12875
Sharad Kadakia & Others	DC Date.	30-12-2020
5-4-187/3 & 4, ll nd floor, MG ROAD, SECUNDRABAD	PO No.	73000
	PO Date.	15-12-2020
	Req ID	62331
GSTIN : 36	Req Date	15-12-2020
	Loc Req No	16752

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	8
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	1
3	4055 - Consumables - Scrubber - NA - nos	9603	10
4	4008 - Consumables - Cleaning Cloth - other - nos	6307	10
5	4041 - Consumables - Mopping stick - NA - nos	9603	5
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INWARD
Inward No: 638 Dt: 30/12/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. INWARD No: 44247 Date: 2/1/21 Sign: SEC'BAD

MODI PROPERTIES PVT. LTD. INWARD No: Date: Sign: SEC'BAD

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

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		
Sharad Kadakia & Others	Invoice No.	15106
5-4-187/3 & 4, ll nd floor, MG ROAD, SECUNDRABAD	Invoice Date.	30-12-2020
	PO No.	73000
	PO Date.	15-12-2020
	Req ID	62331
	Req Date	15-12-2020
GSTIN : 36	Loc Req No	16752

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IGST	CGST	SGST				
			Total Taxable Amount	1,700.00		285.20
	142.60	142.60	Total Invoice Amount	1,985.20		

Rupees : One Thousand Nine Hundred Eighty Five and Paise Twenty Only.

for Summit Sales LLP

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Authorised signatory