PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/1/21	Prepared by:	Prabhakar.P
PO/WO no.	72831	PO / WO Date.	8.12.20
Supplier Name	Summit Sales LLP	PO/WO amount	6,618.68
Firm/Company	Syed Mehdi & Razia Khanum	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14810	15/12/20	3,461.48
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,461.48

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12598	15/12/20		☑ 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:				3,461.48
Amount E – PO / WO value:				6,618.68
Amount F – Difference (A – E): GST-18%				3,157.00.

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	11/1/21
Remarks:	Part Bill — Material handed to Shekappa.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	5/1/21						

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

#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

ORIGINAL INVOICE

Customer Details		
Syed Mehdi and Razia Banu	Invoice No.	14810
Head office -5-4-187/3 &4 2 nd floor ,m g road	Invoice Date.	15-12-2020
	PO No.	72831
	PO Date.	08-12-2020
	Req ID	62158
GSTIN : 36AVWPS4017L1ZT	Req Date	08-12-2020
	Loc Req No	16730

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4009 - Consumables - Coconut Broom - other - nos	9603	12	16.00	192.00	0	0.00
2	4022 - Consumables - Dettol - NA - nos	3401	4	65.00	260.00	18	46.80
	Hand wash						
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6	50.00	300.00	18	54.00
5	4098 - Consumables - Dust pan - NA - nos		2	25.00	50.00	18	9.00
6	4059 - Consumables - Surf Detergent Powder - NA -	3402	4	25.00	100.00	18	18.00
7	4000 - Consumables - Acid - NA - ltrs	2806	12	20.00	240.00	18	43.20
8	4055 - Consumables - Scrubber - NA - nos	9603	2	15.00	30.00	18	5.40
9	4014 - Consumables - Colin - 500ml - nos	3402	8	77.00	616.00	18	110.88
10	4071 - Consumables - Wiper - Other - nos	9603	4	95.00	380.00	18	68.40
11	4003 - Consumables - Bombay Broom - Big - nos	9603	6	56.00	336.00	0	0.00
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. ★SEC'BAD★ INWARD No. 72307 Date. 17/12 Sign. Neha

IGST	CGST	SGST				
			Total Taxable Amount	3,014.00		447.48
	223.74	223.74	Total Invoice Amount	3,461.48		

Rupees : Three Thousand Four Hundred Sixty One and Paise Fourty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

/2-2020 16:23:02

Or

72831

05.12.20 12:12:18

Syed Mehdi and Razia Banu
Bowenpally Check Post, Beside MMR Function Hall, Bowenpally.
G S T No. : 36AVWPS4017L1ZT

Details			
mit Sales LLP	**Doc No**	72831	16730
4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-12-2020	
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	4009 - Consumables - Coconut Broom - other - nos	12.00	16.00	0.00	0.00	192.00
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 *Hand wash*	4.00	65.00	0.00	18.00	306.80
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	4098 - Consumables - Dust pan - NA - nos	2.00	25.00	0.00	18.00	59.00
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	4.00	25.00	0.00	18.00	118.00
8	4000 - Consumables - Acid - NA - ltrs	24.00	20.00	0.00	18.00	566.40
9	4055 - Consumables - Scrubber - NA - nos	12.00	15.00	0.00	18.00	212.40
10	4014 - Consumables - Colin - 500ml - nos	8.00	77.00	0.00	18.00	726.88
11	4008 - Consumables - Cleaning Cloth - other - nos	12.00	16.00	0.00	5.00	201.60
12	4071 - Consumables - Wiper - Other - nos	4.00	95.00	0.00	18.00	448.40
13	4003 - Consumables - Bombay Broom - Big - nos	12.00	56.00	0.00	0.00	672.00
					Total Order Value . . .	**6,618.68**

Rupees : Six Thousand Six Hundred Eighteen and Paise Sixty Eight Only.

① Part matrd Delivrd
Invoice no: 14810
Dt: 15/12/20
Amt: 3461.48
L 5/1/20

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

09/12/2020

Name : ______

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

Purchase Order

-12-2020 16:23:02

Original / Office Copy / Purchase Div.Copy

-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

...ay	Nil
...tion	Transport cost shall be borne by us.
...ity	Nil
...dvance 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	

r ***Syed Mehdi and Razia Banu***

...thorised Signatory

09/12/2020

...ame : ______________________

...ontact ...

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : / /

Requisition Form

	Syed Mehdi	Date:	07.12.2020
	Head Office	Time:	04: 30 pm
		Req. No.	16730
required before date:		ID No.	62158

No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		12	No's		
02	Phenyl 7283		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	I kg	04	No's		
14	Hand Wash		04	No's		

MANAGER PROCUREMENT
MINISH PARIKH
04 DEC 2020
APPROVED

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.	12598
Syed Mehdi and Razia Banu	DC Date.	15-12-2020
Head office -5-4-187/3 &4 2 nd floor ,m g road	PO No.	72831
	PO Date.	08-12-2020
	Req ID	62158
	Req Date	08-12-2020
GSTIN : 36AVWPS4017L1ZT	Loc Req No	16730

	Description of Goods	HSN/SAC	Qty
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2	4022 - Consumables - Dettol - NA - nos	3401	4
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
4	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6
5	4098 - Consumables - Dust pan - NA - nos		2
6	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	4
7	4000 - Consumables - Acid - NA - ltrs	2806	12
8	4055 - Consumables - Scrubber - NA - nos	9603	2
9	4014 - Consumables - Colin - 500ml - nos	3402	8
10	4071 - Consumables - Wiper - Other - nos	9603	4
11	4003 - Consumables - Bombay Broom - Big - nos	9603	6
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction