PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/01/21	Prepared by:	NEHA
PO/WO no.	72988	PO / WO Date.	17/11/20
Supplier Name	SSIIP	PO/WO amount	7077/-
Firm/Company	Modi properties Pvt. Ltd	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	15267	08/01/21	7,077/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7077/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	2698	17/11/20	–	☑ 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:	7,077/-
Amount E – PO / WO value:	7,077/-
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	22/01/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 19 JAN 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	19/01/21	19/1					

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

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

Modi Properties Pvt. Ltd.

HEAD OFFICE,5-4-187/3&4,M.G ROAD SEC'BAD

GSTIN : 36AABCM4761E1ZM

Invoice No.	15267
Invoice Date.	08-01-2021
PO No.	72988
PO Date.	17-11-2020
Req ID	61468
Req Date	11-11-2020
Loc Req No	16657

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4065 - Consumables - Vim bar - NA - nos	3405	8	42.00	336.00	18	60.48
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
3	4022 - Consumables - Dettol - NA - nos Santoor -Hand wash	3401	20	65.00	1,300.00	18	234.00
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	8	85.00	680.00	18	122.40
5	4009 - Consumables - Coconut Broom - other - nos	9603	8	16.00	128.00	0	0.00
6	4008 - Consumables - Cleaning Cloth - other - nos	6307	6	16.00	96.00	5	4.80
7	4059 - Consumables - Surf Detergent Powder - NA -	3402	10	25.00	250.00	18	45.00
8	4041 - Consumables - Mopping stick - NA - nos	9603	5	125.00	625.00	18	112.50
9	4112 - Consumables - Sanitizer - 500 ml - Nos		5	200.00	1,000.00	12	120.00
10	4040 - Consumables - Mopping Cloth - NA - nos	6307	15	16.00	240.00	5	12.00
11	4046 - Consumables - Phinyle - 1Ltr - nos	2907	8	50.00	400.00	18	72.00
12	4003 - Consumables - Bombay Broom - Big - nos	9603	8	56.00	448.00	0	0.00
13	4000 - Consumables - Acid - NA - ltrs	2806	8	20.00	160.00	18	28.80
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	6,173.00		903.78
	451.89	451.89	Total Invoice Amount	7,076.78		

Rupees : Seven Thousand Seventy Six and Paise Seventy Eight Only.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 23185 Date 9/1

for Summit Sales LLP

Authorised signatory

Bill - 15262

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

Site: Head office (Secunderabad)

DC No. : 2698

Date 17.11.2020

Vehicle No. TS10EG7971

~~P.O. / W.O. No~~ Req No:- 16657

P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Harpic	08 No's
2	Lysol	06 "
3	Acid	08 "
4	Surf Powder	10 "
5	Bombay Broom	01 "
6	Coconut Broom	08 "
7	Vim bar	08 "
8	Cleaning cloth	06 "
9	Yellow cloth	15 "
10	Santoor hand wash	20 "
11	Phenyle	05 "
12	Mopping Stick	06 "
13	Sanitizer	10 "
14		
15		
16	Sending to H.O for office use	
17	purpose	
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : [illegible]

Stamp: [signature]

Date :

For SUMMIT SALES LLP

Authorised Signatory

 15-12-2020 15:54:24

Purchase Order

72988
05.12.20 12:14:15

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
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	72988	16657
Doc Date	17-11-2020	
Quote No	Nil	
Quote Date	17-11-2020	
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	8.00	42.00	0.00	18.00	396.48
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
3	4022 - Consumables - Dettol - NA - nos *Santoor -Hand wash*	20.00	65.00	0.00	18.00	1,534.00
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	8.00	85.00	0.00	18.00	802.40
5	4009 - Consumables - Coconut Broom - other - nos	8.00	16.00	0.00	0.00	128.00
6	4008 - Consumables - Cleaning Cloth - other - nos	6.00	16.00	0.00	5.00	100.80
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	10.00	25.00	0.00	18.00	295.00
8	4041 - Consumables - Mopping stick - NA - nos	5.00	125.00	0.00	18.00	737.50
9	4112 - Consumables - Sanitizer - 500 ml - Nos	5.00	200.00	0.00	12.00	1,120.00
10	4040 - Consumables - Mopping Cloth - NA - nos	15.00	16.00	0.00	5.00	252.00
11	4046 - Consumables - Phinyle - 1Ltr - nos	8.00	50.00	0.00	18.00	472.00
12	4003 - Consumables - Bombay Broom - Big - nos	8.00	56.00	0.00	0.00	448.00
13	4000 - Consumables - Acid - NA - ltrs	8.00	20.00	0.00	18.00	188.80
					Total Order Value . . .	**7,076.78**

Rupees : Seven Thousand Seventy Six and Paise Seventy 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

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

Authorised Signatory

Name : 15/12/2020

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.	16657
Date	15-11-20	Time	10:30 AM	ID No.	61468
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Harpic	std	08	Nos
2.	Lizol	std	06	Nos
3.	Acid	std	08	Nos
4.	Surf powder	std	10	Nos
5.	Bombay broom	std	08	Nos
6.	Coconut broom	std	08	Nos
7.	Vimbar	std	08	Nos
8.	Cleaning cloth	std	06	Nos
9.	Yellow cloth	std	15	Nos
10.	Santoor handwash	std	20	Nos
11.	Phenyle	std	08	Nos
12.	Mopping stick	std	05	Nos
13.	Sanitizer	std	05	Nos

P.O. 72988

Remarks:

Prepared By:	Iqra	Approved By:	
Sign. & Date:	15-11-20	Sign. & Date:	

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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 (SSLLP commission)

Site: Head office (Secunderabad)

DC No.	: 2698
Date	: 17.11.2020
Vehicle No.	: TS 10 EG 7971
~~P.O. / W.O. No.~~	Req No:- 16657
P.O. / W.O. Date :	61468

Sl. No.	PARTICULARS	Quantity
1	Harpic	08 No
2	Lisol	06 "
3	Acid	08 "
4	Surf Powder	10 "
5	Bombay Broom	08 "
6	Coconut Broom	08 "
7	Vim bar	08 "
8	Cleaning cloth	06 "
9	Yellow cloth	15 "
10	Santoor hand wash	20 "
11	Phenyle	08 "
12	Mopping stick	06 "
13	Sanitizer	05 "
14		
15		
16	Sending to H.O for office use	
17	purpose	
18		
19		
20		

INWARD
Inward No: 480 Dt: 17/11/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT LTD SEC'BAD
INWARD
No. 42993
Date 19/11/20
Sign. Neha

GSTIN :

Received the above materials in good condition.

Received by : Shekappa

Date :

Stamp:

For SUMMIT SALES LLP

Authorised Signatory