PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/01/21	Prepared by:	NEHA
PO/WO no.	72984	PO / WO Date.	26/11/20
Supplier Name	SSIIP	PO/WO amount	1486/-
Firm/Company	Modi properties Pvt. ltd	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	15266	08/01/21	1486/-
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1486/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	3401	27/11/20	–	□ 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:	1486/-
Amount E – PO / WO value:	1486/-
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					

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

Modi Properties Pvt. Ltd.

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

GSTIN : 36AABCM4761E1ZM

Invoice No.	15266
Invoice Date.	08-01-2021
PO No.	72984
PO Date.	26-11-2020
Req ID	62315
Req Date	15-12-2020
Loc Req No	16747

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4055 - Consumables - Scrubber - NA - nos	9603	15	15.00	225.00	18	40.50
2	4008 - Consumables - Cleaning Cloth - other - nos	6307	6	16.00	96.00	5	4.80
3	4112 - Consumables - Sanitizer - 500 ml - Nos		5	200.00	1,000.00	12	120.00
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,321.00		165.30
	82.65	82.65	Total Invoice Amount		1,486.30	

Rupees : One Thousand Four Hundred Eighty Six and Paise Thirty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 23784
Date: 9/1
Sign:

Bill- 15266-

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.	: 3401
Date	: 27/11/2020
Vehicle No.	TS10UB8357
~~P.O. / W.O.~~ No.	Req- 16657
P.O. / W.O. Date :	

Sl. No.	PARTICULARS	Quantity
1	Scrubber	15 Nos
2	Cleaning Cloth	06 Nos
3	Sanitizer	05 Nos
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

GSTIN :

Received the above materials in good condition.

Received by : Sk. Raju

Stamp:

Date :

For SUMMIT SALES LLP

APPROVED
27 OCT 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Authorised Signatory

Purchase Order

 15-12-2020 15:54:24

72984
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	**Doc No**	72984	16747
	Doc Date	26-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-11-2020	
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	4055 - Consumables - Scrubber - NA - nos	15.00	15.00	0.00	18.00	265.50
2	4008 - Consumables - Cleaning Cloth - other - nos	6.00	16.00	0.00	5.00	100.80
3	4112 - Consumables - Sanitizer - 500 ml - Nos	5.00	200.00	0.00	12.00	1,120.00
					Total Order Value . . .	**1,486.30**

Rupees : One Thousand Four Hundred Eighty Six and Paise Thirty 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 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance 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	

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

15/12/2020

Name : ______

Contact - -

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Company Name	Modi Properties Pvt Ltd				16747
Site & Phase	Head Office			Requisition No.	~~16557~~
Date	25-11-20	Time	10:30 AM	ID No.	~~61168~~ 62315
Supplier					
Material required before				Time:	

Sl. No.	Description	SIZE	QTY	UNITS
1.	Scrubber	std	15	Nos
2.	Cleaning cloth	std	06	Nos
3.	Sanitizer	std	05	Nos
	72984			

Remarks:

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By:	Iqra	Approved By:	
Sign. & Date:	25-11-20	Sign. & Date:	

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. : 3401
Date : 27/11/2020
Vehicle No. : TS 10 UB 8387
~~P.O. / W.O. No.~~ Req- ~~16559~~
P.O. / W.O. Date : 16747

Sl. No.	PARTICULARS	Quantity
1	Scrubber	15 Nos
2	Cleaning Cloth	06 Nos
3	Sanitizer	05 Nos
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

INWARD
Inward No: 526 Dt: 2/12/20
MGN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT LTD
INWARD
No. 43162
Date 1/12/20
Sign.
SEC'BAD

GSTIN :

Received the above materials in good condition.

Received by : Sk. Raju

Stamp:

Date :

APPROVED
27 OCT 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

For SUMMIT SALES LLP

Authorised Signatory