PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/1/21	Prepared by:	D.SOWMYA
PO/WO no.	72894.	PO / WO Date.	11/12/20
Supplier Name	. ssllp.	PO/WO amount	1,327 .
Firm/Company	Syed Mehdi & Razia Bany	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	15103.	30/12/20.	472
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12872	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:	472
Amount E – PO / WO value:	1,327.
Amount F – Difference (A – E): GST-18%	855.

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	231.2021
Remarks:	Final bill.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	DS					
Date	27/1/21.	27/1/21					

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	Invoice No.	15103
Syed Mehdi and Razia Banu	Invoice Date.	30-12-2020
Head office -5-4-187/3 &4 2 nd floor ,m g road	PO No.	72894
	PO Date.	11-12-2020
	Req ID	62220
GSTIN : 36AVWPS4017L1ZT	Req Date	11-12-2020
	Loc Req No	16737

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	4	85.00	340.00	18	61.20
2	4055 - Consumables - Scrubber - NA - nos	9603	4	15.00	60.00	18	10.80
3							
4							
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13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	400.00		72.00
	36.00	36.00	Total Invoice Amount	472.00		

Rupees : Four Hundred Seventy Two Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES SECBAD No. 72877 Date 2/1/21

Authorised signatory

C

Purchase Order

72894
05.12.20 12:12:19

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

Supplier Details			
Summit Sales LLP	**Doc No**	72894	16737
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	11-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-12-2020	
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	4.00	16.00	0.00	0.00	64.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	4.00	85.00	0.00	18.00	401.20
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	4.00	85.00	0.00	18.00	401.20
4	4046 - Consumables - Phinyle - 1Ltr - nos	4.00	50.00	0.00	18.00	236.00
5	4000 - Consumables - Acid - NA - ltrs	4.00	20.00	0.00	18.00	94.40
6	4098 - Consumables - Dust pan - NA - nos	2.00	25.00	0.00	18.00	59.00
7	4055 - Consumables - Scrubber - NA - nos	4.00	15.00	0.00	18.00	70.80
				Total Order Value . . .		**1,326.60**

Rupees : One Thousand Three Hundred Twenty Six and Paise Sixty Only.

(1) Part Bill recieved
Inv: 14808
Dt: 15/12/20
Amt: 854.60
Ballance receible
4/1/21.

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

For ***Syed Mehdi and Razia Banu***
Authorised Signatory
11/12/2020
Name : ____

Accepted the above Terms And Conditions
For ***Summit Sales LLP***
Name : ____
Date : __/__/____

Contact ..

Purchase Order

 11-12-2020 14:51:18 Original / Office Copy / Purchase Div.Copy

Remarks

For ***Syed Mehdi and Razia Banu***

Authorised Signatory

Name : ________ 11/12/2020

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ________

Date : __/__/____

Requisition Form

Company Name:	Syed Mehdi	Date:	07.12.2020
Site & Phase :	Head Office	Time:	04: 30 pm
		Req. No.	16737
Material required before date:		ID No.	62220

No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		04	No's		
02	Phenyl		04	No's		
03	Harpic		04	No's		
04	Coconut Brooms		04	No's		
05	Bombay Broom		04	No's		
06	Dust Pan		02	No's		
07	Acid		04	No's		
08	Scrubber		04	No's		

P.O. 72894

APPROVED
11 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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.	12872
Syed Mehdi and Razia Banu	DC Date.	30-12-2020
Head office -5-4-187/3 &4 2 nd floor ,m g road	PO No.	72894
	PO Date.	11-12-2020
	Req ID	62220
	Req Date	11-12-2020
GSTIN : 36AVWPS4017L1ZT	Loc Req No	16737

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	4
2	4055 - Consumables - Scrubber - NA - nos	9603	4
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory