PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/1/21	Prepared by:	D.SOWMYA
PO/WO no.	72831	PO / WO Date.	8/12/20
Supplier Name	sslp.	PO/WO amount	6,619
Firm/Company	Syed Mehdi & Razia Banu	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	15104.	30/12/20	3,157.
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,157.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12873.	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:	3,157
Amount E – PO / WO value:	6,619
Amount F – Difference (A – E): GST-18%	3,462

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	~~23.1.2021~~ 30/1/2021
Remarks: final bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
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.	15104
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.	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	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	12	85.00	1,020.00	18	183.60
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	85.00	510.00	18	91.80
3	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6	50.00	300.00	18	54.00
4	4000 - Consumables - Acid - NA - ltrs	2806	12	20.00	240.00	18	43.20
5	4055 - Consumables - Scrubber - NA - nos	9603	10	15.00	150.00	18	27.00
6	4008 - Consumables - Cleaning Cloth - other - nos	6307	12	16.00	192.00	5	9.60
7	4003 - Consumables - Bombay Broom - Big - nos	9603	6	56.00	336.00	0	0.00
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,748.00		409.20
	204.60	204.60	Total Invoice Amount	3,157.20		

Rupees : Three Thousand One Hundred Fifty Seven and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES SEC'BAD INWARD No. 72878 Date 2/1/21

Purchase Order

72831
05.12.20 12:12:18

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**	72831	16730
5-4-187/3&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 material Delivered
Invoice no. 14810
Dt: 15/12/20
Amt: 3461.48
2 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 : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/__

Contact ..

Purchase Order

 08-12-2020 16:23:02 Original / Office Copy / Purchase Div.Copy

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 ***Syed Mehdi and Razia Banu***

Authorised Signatory

09/12/2020

Name : ____________

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.	16730
Material required before date:		ID No.	62158

No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		12	No's		
02	Phenyl		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		

72831

MINISH PARIKH
MANAGER PROCUREMENT
09 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.	12873
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.	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
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	12
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
3	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6
4	4000 - Consumables - Acid - NA - ltrs	2806	12
5	4055 - Consumables - Scrubber - NA - nos	9603	10
6	4008 - Consumables - Cleaning Cloth - other - nos	6307	12
7	4003 - Consumables - Bombay Broom - Big - nos	9603	6
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory