PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/02/21	Prepared by:	Keerthi
PO/WO no.	74102	PO / WO Date.	23/01/21
Supplier Name	SSIIP	PO/WO amount	4,284/-
Firm/Company	Sharad Kadakia & Others	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	15639	29/01/21	4,284/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,284/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13334	29/01/21		□ 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:	4,284/-
Amount E – PO / WO value:	4,284/-
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	12/02/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Keerthi	[signature]	[signature] APPROVED 08 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	06/02/21	8/2					

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

ORIGINAL 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

Customer Details		
Sharad Kadakia & Others	Invoice No.	15639
Justa Hotels,SM Modi Complex, Secunderabad	Invoice Date.	29-01-2021
	PO No.	74102
	PO Date.	23-01-2021
	Req ID	63301
	Req Date	22-01-2021
GSTIN : 36	Loc Req No	182561

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4055 - Consumables - Scrubber - NA - nos	9603	10	15.00	150.00	18	27.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	8	85.00	680.00	18	122.40
3	4022 - Consumables - Dettol - NA - nos Santoor-Hand wash	3401	4	82.00	328.00	18	59.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	8	88.00	704.00	18	126.72
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6	50.00	300.00	18	54.00
6	4014 - Consumables - Colin - 500ml - nos	3402	4	77.00	308.00	18	55.44
7	4059 - Consumables - Surf Detergent Powder - NA -	3402	10	25.00	250.00	18	45.00
8	4000 - Consumables - Acid - NA - ltrs	2806	6	20.00	120.00	18	21.60
9	4008 - Consumables - Cleaning Cloth - other - nos	6307	8	16.00	128.00	5	6.40
10	4040 - Consumables - Mopping Cloth - NA - nos	6307	10	16.00	160.00	5	8.00
11	4003 - Consumables - Bombay Broom - Big - nos	9603	6	56.00	336.00	0	0.00
12	4009 - Consumables - Coconut Broom - other - nos	9603	6	16.00	96.00	0	0.00
13	4065 - Consumables - Vim bar - NA - nos	3405	4	42.00	168.00	18	30.24
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	3,728.00	555.84
	277.92	277.92	Total Invoice Amount	4,283.84	

Rupees : Four Thousand Two Hundred Eighty Three and Paise Eighty Four Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No: 73905 Date: 1/2 Sign:

Authorised signatory

Purchase Order

 23-01-2021 11:20:24

74102
16.01.21 11:00:13

From Company : **Sharad Kadakia and Others**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	74102	182561
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	23-01-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	23-01-2021	
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	10.00	15.00	0.00	18.00	177.00
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	8.00	85.00	0.00	18.00	802.40
3	4022 - Consumables - Dettol - NA - nos *Santoor-Hand wash*	4.00	82.00	0.00	18.00	387.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	8.00	88.00	0.00	18.00	830.72
5	4046 - Consumables - Phinyle - 1Ltr - nos	6.00	50.00	0.00	18.00	354.00
6	4014 - Consumables - Colin - 500ml - nos	4.00	77.00	0.00	18.00	363.44
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	10.00	25.00	0.00	18.00	295.00
8	4000 - Consumables - Acid - NA - ltrs	6.00	20.00	0.00	18.00	141.60
9	4008 - Consumables - Cleaning Cloth - other - nos	8.00	16.00	0.00	5.00	134.40
10	4040 - Consumables - Mopping Cloth - NA - nos	10.00	16.00	0.00	5.00	168.00
11	4003 - Consumables - Bombay Broom - Big - nos	6.00	56.00	0.00	0.00	336.00
12	4009 - Consumables - Coconut Broom - other - nos	6.00	16.00	0.00	0.00	96.00
13	4065 - Consumables - Vim bar - NA - nos	4.00	42.00	0.00	18.00	198.24
					Total Order Value . . .	**4,283.84**

Rupees : Four Thousand Two Hundred Eighty Three and Paise Eighty Four 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 Justa Hotels

For ***Sharad Kadakia and Others***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Sharad J. Kadakia	Date:	22.01.2021
Site & Phase :	Head Office (Justa Hotel)	Time:	02: 03 pm
		Req. No.	182561
Material required before date:		ID No.	63301

S.No	Description	Size	Quantity	Units	Inward No	Date
01	Harpic		08	No's		
02	Lizol		08	No's		
03	Surf Detergent powder	1 kg	10	Packets		
04	Scrubber ~~74099~~		10	No's		
05	Bombay Broom 74102		06	No's		
06	Coconut Broom		06	No's		
07	Phenyl		06	No's		
08	Cleaning Cloth (Check)		08	No's		
09	Yellow Cloth		10	No's		
10	Santoor Hand Wash		04	No's		
11	Collin		04	No's		
12	Vimbar		04	No's		
13	Acid		06	No's		

Remarks: Justa Hotel

Prepared By	Jai kumar	Approved by	APPROVED 23 JAN 2021
Date	22.01.2020	Sign. & Date	P. PRABHAKAR Sr. MANAGER PURCHASE

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.	13334
Sharad Kadakia & Others	DC Date.	29-01-2021
Justa Hotels,SM Modi Complex, Secunderabad	PO No.	74102
	PO Date.	23-01-2021
	Req ID	63301
GSTIN : 36	Req Date	22-01-2021
	Loc Req No	182561

	Description of Goods	HSN/SAC	Qty
1	4055 - Consumables - Scrubber - NA - nos	9603	10
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	8
3	4022 - Consumables - Dettol - NA - nos	3401	4
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	8
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	6
6	4014 - Consumables - Colin - 500ml - nos	3402	4
7	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	10
8	4000 - Consumables - Acid - NA - ltrs	2806	6
9	4008 - Consumables - Cleaning Cloth - other - nos	6307	8
10	4040 - Consumables - Mopping Cloth - NA - nos	6307	10
11	4003 - Consumables - Bombay Broom - Big - nos	9603	6
12	4009 - Consumables - Coconut Broom - other - nos	9603	6
13	4065 - Consumables - Vim bar - NA - nos	3405	4
14			
15			
16	INWARD		
17	Inward No: 778 Dt: 29/01/21		
18	MRN No: Dt:		
19	Received By: Samarjith Sign:		
20			
21	MODI PROPERTIES		
22			
23			
24			
25			
26			
27			
28			
29			
30			

MODI PROPERTIES SEC'BAD INWARD No: 45194 Date: 3/2

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 TRANSIT COPY

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