PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	09/03/2021	Prepared by:	T.D. Murthy
PO/WO no.	73001	PO / WO Date.	15/12/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 6,699/-
Firm/Company	Syed Mehdi and Razia Banu	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	15640	29/01/2021	Rs. 1,529/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,529/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	13335	29/01/2021	-	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 1,529/-
Amount E – PO / WO value:	Rs. 6,699/-
Amount F – Difference (A – E):	Rs. -5,170/-
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	**13/03/2021**

Remarks: **Final bill received.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			10 MAR 2021				
Date							

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

Syed Mehdi and Razia Banu

Head office -5-4-187/3 &4 2 nd floor ,m g road

GSTIN : 36AVWPS4017L1ZT

Invoice No.	15640
Invoice Date.	29-01-2021
PO No.	73001
PO Date.	15-12-2020
Req ID	62330
Req Date	15-12-2020
Loc Req No	16751

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4046 - Consumables - Phinyle - 1Ltr - nos	2907	12	50.00	600.00	18	108.00
2	4014 - Consumables - Colin - 500ml - nos	3402	3	77.00	231.00	18	41.58
3	4055 - Consumables - Scrubber - NA - nos	9603	12	15.00	180.00	18	32.40
4	4003 - Consumables - Bombay Broom - Big - nos	9603	6	56.00	336.00	0	0.00
5							
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15							

IGST	CGST	SGST			
	90.99	90.99	Total Taxable Amount	1,347.00	181.98
			Total Invoice Amount	1,528.98	

Rupees : One Thousand Five Hundred Twenty Eight and Paise Ninty Eight Only.

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 73906 Date: 1/2 Sign:

Subject to Hyderabad Jurisdiction

Purchase Order

 15-12-2020 16:41:15

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

73001
16.12.20 11:38:25

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**	73001 16751
	Doc Date	15-12-2020
	Quote No	Nil
	Quote Date	15-12-2020
	SupplyType	Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4008 - Consumables - Cleaning Cloth - other - nos	12.00	16.00	0.00	5.00	201.60
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	82.00	0.00	18.00	387.04
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	4009 - Consumables - Coconut Broom - other - nos	12.00	16.00	0.00	0.00	192.00
7	4014 - Consumables - Colin - 500ml - nos Bal. 5	8.00	77.00	0.00	18.00	726.88
8	4098 - Consumables - Dust pan - NA - nos	2.00	25.00	0.00	18.00	59.00
9	4059 - Consumables - Surf Detergent Powder - NA - kgs	4.00	25.00	0.00	18.00	118.00
10	4000 - Consumables - Acid - NA - ltrs	24.00	20.00	0.00	18.00	566.40
11	4055 - Consumables - Scrubber - NA - nos	12.00	15.00	0.00	18.00	212.40
12	4003 - Consumables - Bombay Broom - Big - nos Bal. 6	12.00	56.00	0.00	0.00	672.00
13	4071 - Consumables - Wiper - Other - nos	4.00	95.00	0.00	18.00	448.40
				Total Order Value . . .		**6,698.92**

Rupees : Six Thousand Six Hundred Ninty Eight and Paise Ninty Two 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

⇒ Part Bill received of Rs. 5170/- B. 14923 19/12/20 and Bal. Bill of Rs. 1529/- to be receivable.
⇒ Final Bill received
9/1/21.

For *Syed Mehdi and Razia Banu*
Authorised Signatory
15/12/2020

Name :
Contact . . .

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

Name :

Date : __/__/__

Company Name:	Syed Wenar	Date:	
Site & [illegible]	Head Office	Time:	04: 30 pm
		Req. No.	16751
Material required before date:		ID No.	62380

P.O. 7X3001

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		
[illegible]	Surf	1 kg	04	No's		
14	Hand Wash		04	No's		

Remarks : For R.M. Mansion (Banjarahills)

APPROVED
15 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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		
Syed Mehdi and Razia Banu	DC No.	13335
Head office -5-4-187/3 &4 2 nd floor ,m g road	DC Date.	29-01-2021
	PO No.	73001
	PO Date.	15-12-2020
	Req ID	62330
GSTIN : 36AVWPS4017L1ZT	Req Date	15-12-2020
	Loc Req No	16751

	Description of Goods	HSN/SAC	Qty
1	4046 - Consumables - Phinyle - 1Ltr - nos		
2	4014 - Consumables - Colin - 500ml - nos	2907	12
3	4055 - Consumables - Scrubber - NA - nos	3402	3
4	4003 - Consumables - Bombay Broom - Big - nos	9603	12
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory