PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/01/22	Prepared by	Vanajakshi	Serial no.	117
Supplier name	Summit sales LLP			HO inward no.	
Firm/Company	modiconsultancy service	Project	Ramky selenium	HO received date	
PO/WO date	11/12/21	PO/WO No.	83535	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21446	12/01/22	8,697.34	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8,697.34
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		Proof of delivery matches MRN	□ 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:	8,697.34
Amount E – PO / WO value:	13,767/-
Amount F – Difference (A – E):	5,069.66
Quantity received as per PO /WO	□ Yes □ Excess received ☑ Short received □ Part received
Close PO / WO	□ Yes ☑ No – wait for balance material □ Other
Payment – due date	31/01/22
Remarks:	Part Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	22/01/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	21446
Modi Consultancy Service	Invoice Date.	12-01-2022
Ramky Selenium, Hyderabad	PO No.	83535
	PO Date.	11-12-2021
	Req ID	71979
GSTIN : 36AAXFM0733F1Z4 PAN AAXFM0733F	Req Date	10-12-2021
	Loc Req No	183324

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	15	86.00	1,290.00	18	232.20
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	12	76.00	912.00	18	164.16
3	4003 - Consumables - Bombay Broom - Big - nos	9603	4	68.00	272.00	0	0.00
4	4098 - Consumables - Dust pan - NA - nos		6	35.00	210.00	18	37.80
5	4000 - Consumables - Acid - NA - ltrs	2806	6	21.00	126.00	18	22.68
6	4005 - Consumables - Broom with stick - NA - nos		4	115.00	460.00	18	82.80
7	4041 - Consumables - Mopping stick - NA - nos	9603	6	128.00	768.00	18	138.24
8	4071 - Consumables - Wiper - Other - nos	9603	8	84.00	672.00	18	120.96
9	4059 - Consumables - Surf Detergent Powder - NA -	3402	16	24.00	384.00	5	19.20
10	4014 - Consumables - Colin - 500ml - nos	3402	10	88.00	880.00	18	158.40
11	4040 - Consumables - Mopping Cloth - NA - nos	6307	30	15.75	472.50	0	0.00
	Yellow cloth-15 Check cloth-15						
12	4001 - Consumables - Air Freshner - NA - nos	3307	24	45.00	1,080.00	18	194.40
	Odonil						
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	7,526.50		1,170.84
	585.42	585.42	Total Invoice Amount	8,697.34		

Rupees : Eight Thousand Six Hundred Ninty Seven and Paise Thirty Four Only.

for Summit Sales LLP

SUMMIT SALES LLP
IN WARD
No: 89590
Date: 12 | 01
Sign:
R.R. DIST.

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 13-12-2021 13:42:21

83535
09.12.21 3:17:43

From Company : **Modi Consultency Service**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	83535	183324
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	11-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	11-12-2021	
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	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	15.00	86.00	0.00	18.00	1,522.20
2	4046 - Consumables - Phinyle - 1Ltr - nos	15.00	52.00	0.00	18.00	920.40
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	12.00	76.00	0.00	18.00	1,076.16
4	4003 - Consumables - Bombay Broom - Big - nos	4.00	68.00	0.00	0.00	272.00
5	4098 - Consumables - Dust pan - NA - nos	6.00	35.00	0.00	18.00	247.80
6	4000 - Consumables - Acid - NA - ltrs	6.00	21.00	0.00	18.00	148.68
7	4006 - Consumables - Bucket - other - nos *with mug*	8.00	231.00	0.00	18.00	2,180.64
8	4005 - Consumables - Broom with stick - NA - nos	8.00	115.00	0.00	18.00	1,085.60
9	4041 - Consumables - Mopping stick - NA - nos	12.00	128.00	0.00	18.00	1,812.48
10	4071 - Consumables - Wiper - Other - nos	8.00	84.00	0.00	18.00	792.96
11	4059 - Consumables - Surf Detergent Powder - NA - kgs	16.00	24.00	0.00	5.00	403.20
12	4014 - Consumables - Colin - 500ml - nos	15.00	88.00	0.00	18.00	1,557.60
13	4040 - Consumables - Mopping Cloth - NA - nos *Yellow cloth-15 Check cloth-15*	30.00	15.75	0.00	0.00	472.50
14	4001 - Consumables - Air Freshner - NA - nos *Odonil*	24.00	45.00	0.00	18.00	1,274.40
				Total Order Value . . .		**13,766.62**

Rupees : Thirteen Thousand Seven Hundred Sixty Six and Paise Sixty Two Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Accepted the above Terms And Conditions

For ***Modi Consultency Service***

For ***Summit Sales LLP***

Authorised Signatory

Date : __/__/__

Name : ____________

Name : ____________

Purchase Order

 13-12-2021 13:42:21 Original / Office Copy / Purchase Div.Copy

Delivery Date	Next Day.
Delivery Location	Ramky Selenium Ramky Selenium Phone.
Penality For Delay	Nil
Transportation Cost	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 office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

Palt Bill

Bill NO: 21446

Amount: 8,697.34

B/C Amount 5,069.66

For ***Modi Consultency Service***

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : _/_/_

1542

Requisition Form

mpany Name:	RJK/ SJK	Date:	10.12.2021
e & Phase :	Ramky - Gachibowli	Time:	04: 40 pm
		Req. No.	183324
aterial required before date:		ID No.	71979

No	Description	Size	Quantity	Units	Inward No	Date
01	Lizol		15	No's		
02	Phenyl		15	No's		
03	Harpic		12	No's		
04	Mopping Broom		04	No's		
05	Bathroom Cleaning Brush		06	No's		
06	Dust Pan		06	No's		
07	Acid		15	No's		
08	Bucket - Transparent 83535	20 ltrs	08	No's		
09	Mug- Transparent		08	No's		
10	Ceiling Jaala Cleaning stick		08	No's		
11	Mopper	Big	12	No's		
12	Wiper	Big	08	No's		
13	Surf Detergent	1kg	08	Packets		
14	Collin		15	No's		
15	Yellow Cloth		15	No's		
16	Cleaning Cloth- Check		15	No's		
17	Aer Freshner for bathroom / Cabins		24	No's		

APPROVED
11 DEC 2021
Sr. MANAGER PURCHASE

Remarks :			
Prepared By	Jai kumar	Approved by	
Date	10.12.2021	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, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Modi Consultancy Service
Ramky Selenium

Site: Hyd.

DC No.	3921
Date	: 13-12-21
Vehicle No.	: TS10UB5649
P.O. / W.O. No.	: 83535
P.O. / W.O. Date :	11-12-21

Sl. No.	PARTICULARS	Quantity
1	Lisol	15 NO-
2	Harpic.	12 NO-
3	Big broom	4 NO-
4	Dust pan	6 NO-
5	Acid.	6 NO-
6	Broom with stick.	4 NO-
7	Mopping stick	6 NO-
8	wiper.	8 NO-
9	Surf powder.	16 NO-
10	Colin	10 NO-
11	Mopping Cloth	30 ~~NO~~
12	Odonil.	24 NO-
13		
14	Inward no	
15		
16	OK	
17		
18		
19	14/12/21	
20		

GSTIN :

Received the above materials in good condition.

Received by : Krishna Ch.

Stamp:

Date : 13-12-21

SUMMIT SALES LLP R.R. DIST. IN WARD No: 76249 Date: 21/12 Sign:

For SUMMIT SALES LLP

Authorised Signatory