PURCHASE DIVISION

Advice for approval for credit to supplier

Date	6/05/22	Prepared by	Varajalakshmi	Serial no.	3773
				HO inward no.	
Supplier name	CSLLP			HO received date	
Firm/Company	Vista Homes	Project	Vista Homes	Scan ID.	
PO/WO date	19/04/22	PO/WO No.	76382		

Sl no.	Bill no.	Bill date	Bill amount	Original attached
				☑ Yes ☐ No
1.	23326	22/04/22	9,990/.	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				

Amount A Bills total (Excluding Transport & Hamali Charges):	9,990/.
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:	9,990/.
Amount E – PO / WO value:	9,990/.
Amount F – Difference (A – E):	–
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	9/05/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Varajalakshmi				
Sign:	[signature]				
Date	6/05/22				
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

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Vista Homes	Invoice No.	23326
Kapra, Opp to MRR School, Ecil	Invoice Date.	27-04-2022
Puranand Selay	PO No.	76382
	PO Date.	14-04-2021
SY.no.193	Req ID	60235
	Req Date	26-09-2020
GSTIN : 36AAGFV2068P1ZJ PAN AAGFV2068P	Loc Req No	166189

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6158 - Miscellaneous - Uniform - NA - Nos		3	1110.00	3,330.00	0	0.00
	Sanjeeth - Uniform						
2	6158 - Miscellaneous - Uniform - NA - Nos		3	1110.00	3,330.00	0	0.00
	Gopal Reddy - Uniform						
3	6158 - Miscellaneous - Uniform - NA - Nos		3	1110.00	3,330.00	0	0.00
	Anand Netha - Uniform						
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	9,990.00	0.00
	0.00	0.00	Total Invoice Amount	9,990.00	

Rupees : Nine Thousand Nine Hundred Ninty Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP R.R. DIST. INWARD No: 93815 Date: 27/4 Sign: L

Subject to Hyderabad Jurisdiction

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	76382			PO date:	14/04/2021
Req. no.:	166189			Req. date:	
Material received		□ Part ☑ Full		MRN nos.:	–
If material partially delivered then can balance material be ordered by new requisition/PO		□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	□ Yes □ No
Remarks by engineer: The above material fulley received at site.					

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
V. Sanketh	[signature]	28/02/2022	K. Purshotham	[signature]	28/02/2022

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: No bills received against said PO	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalakshmi	[signature]	5/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

get proof of delivery. make bill and ~~pr~~ prepare advice for payment!

5/3/22

14-04-2021 13:26:06

Purchase Order

Original

76382

30.03.21 5:01:54

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

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	76382	166189
Doc Date	14-04-2021	
Quote No	Nil	
Quote Date	14-04-2021	
SupplyType	Supply And Application	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6158 - Miscellaneous - Uniform - NA - Nos *Sanjeeth - Uniform*	3.00	1,110.00	0.00	0.00	3,330.00
2	6158 - Miscellaneous - Uniform - NA - Nos *Gopal Reddy - Uniform*	3.00	1,110.00	0.00	0.00	3,330.00
3	6158 - Miscellaneous - Uniform - NA - Nos *Anand Netha - Uniform*	3.00	1,110.00	0.00	0.00	3,330.00
					Total Order Value . . .	**9,990.00**

Rupees : Nine Thousand Nine Hundred Ninty Only.

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalakshmi
Sign:
Date: 03/03/2022

Terms and Conditions :-

Specification / Brand	Sanjeeth, Gopal Reddy & Anand Netha - Uniform
Payment Terms	delivery of uniform
Tax	Included in the above prices
Delivery Date	With in 10 days
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	3 pairs.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Vista Homes***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

~~60912~~ 76382

Requisition Form

Company Name:	VISTA HOMES	Date:	26.09.2020
Site & Phase :	VISTA HOMES	Time:	10:40 PM
Supplier	SUMMIT SALES LLP	Req. No.	166189
Material required before date:		ID No.	60235

No	Description	Size	Quantity	Units	Inward No	Date
1	Sanjeeth - Uniform		3	No's		
2	Gopal Reddy - Uniform		3	No's		
3	Anand Netha - Uniform		3	No's		
4						
5						
6						
7						

Remarks:

Prepared By	Rohith	Approved by	APPROVED BY
Sign.& Date		Sign. & Date	27 SEP 2020 E. PRASAD MANAGER-PROMOTIONS

Note: On receipt of material at site write inward number and date in last 2 columns.

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/UIN: 36ACQFS2044C1Z7

Customer Details		
Vista Homes	DC No.	19941
Kapra, Opp to MRR School, Ecil	DC Date.	27-04-2022
	PO No.	76382
	PO Date.	14-04-2021
SY.no.193	Req ID	60235
	Req Date	26-09-2020
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	166189

	Description of Goods	HSN/SAC	Qty
1	6158 - Miscellaneous - Uniform - NA - Nos		3
2	6158 - Miscellaneous - Uniform - NA - Nos		3
3	6158 - Miscellaneous - Uniform - NA - Nos		3
4			
5			
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SUMMIT SALES LLP R.R. DIST. IN WARD No. 79618 Date: 6/5/22 Sign:

APPROVED BY 06 MAY 2022 Project Manager

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

NOTE: The above material received at site but inward data was not available in the register which is maintained from 01-10-2021.