PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| \Date: | 8/6/22 | Prepared by | Manu | Serial no. | 4996 |
| Supplier name | SSLLP | | | HO inward no. | |
| Firm/Company | VOC LLP | Project | VOC | HO received date | |
| PO/WO date | 26/5/22 | PO/WO No. | 88597 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 23815 | 26/5/22 | 15,747.10/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 15,747/- |

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 107789 | 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: | 15,747/- |
| Amount E – PO / WO value: | 15,747/- |
| 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 | 12/6/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manish | | | | |
| Sign: | Manu | | | | |
| Date | 8/6/22 | | | | |
| 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

ORIGINAL INVOICE

#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. | 23815 |
|---|---|---|---|
| Villa Orchids LLP | | Invoice Date. | 26-05-2022 |
| Behind Janapriya, Kowkur, Hyderabad | | PO No. | 88597 |
| | | PO Date. | 26-05-2022 |
| | | Req ID | 76435 |
| GSTIN : 36AANFG4817C1ZH | PAN AWQER2341A | Req Date | 14-05-2022 |
| | | Loc Req No | 63787 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 5001 - Equipment - consumable durable - CCTV | | 5 | 2669.00 | 13,345.00 | 18 | 2,402.10 |
| 2 | | | | | | | |
| 3 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 13,345.00 | 2,402.10 |
|---|---|---|---|---|---|
| | 1,201.05 | 1,201.05 | Total Invoice Amount | 15,747.10 | |

Rupees : Fifteen Thousand Seven Hundred Fourty Seven and Paise Ten Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99784 Date: 26/5 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

 26-05-2022 15:21:24

88597
20.05.22 3:37:20

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 88597 | 63787 |
| | **Doc Date** | 26-05-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 26-05-2022 | |
| 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 | 5001 - Equipment - consumable durable - CCTV Camera - NA - nos | 5.00 | 2,669.00 | 0.00 | 18.00 | 15,747.10 |
| | | | | | **Total Order Value . . .** | **15,747.10** |

Rupees : Fifteen Thousand Seven Hundred Fourty Seven and Paise Ten Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | MI CC Camera 360 degrees |
| **Payment Terms** | After delivery |
| **Tax** | Included in the above price |
| **Delivery Date** | With in a day |
| **Delivery Location** | Villa Orchids<br>kowkur, Alwal<br>Phone. . |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications, above order is for villa no 120,122,123,103,221, 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.' |

For *Villa Orchids LLP*
Authorised Signatory

Name :

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

Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | VOC LLP | Date: | 14-05-2022 |
| Site & Phase : | VOC | Time: | 12.00 |
| Supplier | SSLLP | Req. No. | 63787 |
| Material required before date: | | ID No. | 76485 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | MI Camera's | std | 5 | Nos | | |
| 2 | | | | | | |
| 3 | 88597 | | | | | |
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Remarks: - For Villa no 120,122,123,103,221 Site use Purpose

| | | | |
|---|---|---|---|
| Prepared By | A Suresh | Approved by | |
| Sign.& Date | 14-05-2022 | Sign. & Date | APPROVED 04 MAY 2022 P. PRABHAKAR Sr. MANAGER PURCHASE |

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/UNI: 36ACQFS2044C1Z7**



**Customer Details**

Villa Orchids LLP

Behind Janapriya, Kowkur, Hyderabad

GSTIN : 36AANFG4817C1ZH

| | |
|---|---|
| DC No. | 20339 |
| DC Date. | 26-05-2022 |
| PO No. | 88597 |
| PO Date. | 26-05-2022 |
| Req ID | 76435 |
| Req Date | 14-05-2022 |
| Loc Req No | 63787 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 5001 - Equipment - consumable durable - CCTV Camera - NA - nos | | 5 |
| 2 | | | |
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INWARD
Inward No: 1070 Dt: 26/05/22
MRN No: 107989 Dt: 27/5/22
Received By Sign:
VILLA ORCHIDS LLP

SUMMIT SALES LLP
IN WARD
No: 80412
Date: 8/6/22
Sign:
R.R. DIST.

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction