PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/5/20	Prepared by:	Sowmya.
PO/WO no.	67365	PO / WO Date.	22/5/20
Supplier Name	ssllp.	PO/WO amount	4,709.96
Firm/Company	Vista homes.	Project	Vista homes.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11362	26/5/20.	2,133.96
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,133.96.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9466	26/5/20.	79275	☑ 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:	2,133.96
Amount E – PO / WO value:	4,709.96.
Amount F – Difference (A – E):	2,576/-
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	1/6/20
Remarks: short received	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	APPROVED 02 [illegible] 2020 MINISH PARIKH MANAGER PROCUREMENT [signature]				
Date	29/5/20	2/6					

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

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		
Vista Homes	Invoice No.	11362
Kapra, Opp to MRR School, Ecil	Invoice Date.	26-05-2020
	PO No.	67365
	PO Date.	22-05-2020
SY.no.193	Req ID	56996
GSTIN : 36AAGFV2068P1ZJ	Req Date	20-05-2020
	Loc Req No	99573

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	2	230.00	460.00	12	55.20
2	7560 - Stationery - other - Pen - NA - nos Blue/Red each-12 nos	9608	24	5.50	132.00	12	15.84
3	7544 - Stationery - other - Marker - NA - nos Red/Black each-6 nos	9608	12	16.00	192.00	12	23.04
4	7560 - Stationery - other - Pen - NA - nos Blue	9608	12	3.50	42.00	12	5.04
5	7509 - Stationery - other - Calculator - NA - nos		4	155.00	620.00	18	111.60
6	7584 - Stationery - other - Scribbling Pads - other -		12	15.00	180.00	12	21.60
7	7563 - Stationery - other - Pencil - NA - boxes	4421	3	42.00	126.00	12	15.12
8	7533 - Stationery - other - Highlighter - NA - nos	9608	6	19.00	114.00	18	20.52
9							
10							
11							
12							
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14							
15							

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 65242 Date: 27/5/20 Sign:

IGST	CGST	SGST			
			Total Taxable Amount	1,866.00	267.96
	133.98	133.98	Total Invoice Amount	2,133.96	

Rupees : Two Thousand One Hundred Thirty Three and Paise Ninty Six Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

22-05-2020 15:19:39

67365
15.05.20 11:59:03

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	**Doc No**	67365	99573
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-05-2020	
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	7555 - Stationery - other - Paper - A4 - bundles	12.00	230.00	0.00	12.00	3,091.20
2	7560 - Stationery - other - Pen - NA - nos *Blue/Red each-12 nos*	24.00	5.50	0.00	12.00	147.84
3	7544 - Stationery - other - Marker - NA - nos *Red/Black each-6 nos*	12.00	16.00	0.00	12.00	215.04
4	7560 - Stationery - other - Pen - NA - nos *Blue*	12.00	3.50	0.00	12.00	47.04
5	7509 - Stationery - other - Calculator - NA - nos	4.00	155.00	0.00	18.00	731.60
6	7584 - Stationery - other - Scribbling Pads - other - nos	12.00	15.00	0.00	12.00	201.60
7	7563 - Stationery - other - Pencil - NA - boxes	3.00	42.00	0.00	12.00	141.12
8	7533 - Stationery - other - Highlighter - NA - nos	6.00	19.00	0.00	18.00	134.52
				Total Order Value . . .		**4,709.96**

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

Partly received

Ist Bill No 11362 Amount Rs 2,137/.

Balance has to be received Rs 2,57?

29/5/2020

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
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	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 use purpose.
Completion Date	Nil

For ***Vista Homes***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

Requisition Form

	Vista Homes	Date:	20.05.2020
	Vista Homes	Time:	11:10 AM
		Req. No.	99573
...required before date:	23.05.2020	ID No.	56996

	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundles	A4	12	Bundles		
2	Cello pens (Blue)		12	No's		
3	Ordinary Pens		12	No's		
4	Red Pens		05	No's		
5	Highlighters		06	No's		
6	Markers (Red and Black)		12	No's		
7	Calculators		04	No's		
8	Scribbling pads	Small	06	No's		
9	Scribbling pads	Big	06	No's		
10	Pencil box		03	Box		

62365

Remarks: For Site office Use purpose

Prepared By	T.MADHU	Approved by	
Sign.& Date	20.05.2020	Sign. & Date	

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		
Vista Homes	DC No.	9466
Kapra, Opp to MRR School, Ecil	DC Date.	26-05-2020
	PO No.	67365
	PO Date.	22-05-2020
SY.no.193	Req ID	56996
GSTIN : 36AAGFV2068P1ZJ	Req Date	20-05-2020
	Loc Req No	99573

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	2
2	7560 - Stationery - other - Pen - NA - nos	9608	24
3	7544 - Stationery - other - Marker - NA - nos	9608	12
4	7560 - Stationery - other - Pen - NA - nos	9608	12
5	7509 - Stationery - other - Calculator - NA - nos		4
6	7584 - Stationery - other - Scribbling Pads - other - nos		12
7	7563 - Stationery - other - Pencil - NA - boxes	4421	3
8	7533 - Stationery - other - Highlighter - NA - nos	9608	6
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 38504
Date: 29/5/20

INWARD
Inward No: 24628 Dt: 26/5/20
MRN No: 79275 Dt:
Received By: Sign:
Vista Homes

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction