

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		3/6/20		Prepared by:		Boumya	
PO/WO no.		67551		PO / WO Date.		28/5/20	
Supplier Name		SSLIP.		PO/WO amount		2,379.94.	
Firm/Company		Vocllp		Project		Vocllp	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	11489	1/6/20	649.54				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			649.54				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	9589	1/6/20.	79482	☒ 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:			649.54				
Amount E – PO / WO value:			2,379.94.				
Amount F – Difference (A – E):							
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			3/6/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	3/6/20.	12/6	12/6				

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/-

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

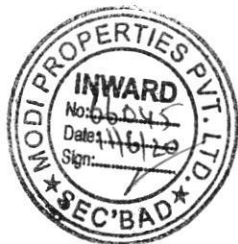
1 of 1 : 01-06-2020

Customer Details				Invoice No.	11489		
Villa Orchids LLP Behind Janapriya, Kowkur, Hyderabad GSTIN : 36AANFG4817C1ZH				Invoice Date.	01-06-2020		
				PO No.	67551		
				PO Date.	28-05-2020		
				Req ID	57237		
				Req Date	28-05-2020		
				Loc Req No	63330		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7544 - Stationery - other - Marker - NA - nos red/blue-5 nos each	9608	10	16.00	160.00	12	19.20
2	7544 - Stationery - other - Marker - NA - nos black	9608	3	16.00	48.00	12	5.76
3	7560 - Stationery - other - Pen - NA - nos Blue	9608	20	5.50	110.00	12	13.20
4	7512 - Stationery - other - CD Marker - NA - nos	9608	3	18.00	54.00	12	6.48
5	7584 - Stationery - other - Scribbling Pads - other -		10	15.00	150.00	12	18.00
6	7594 - Stationery - other - Stapler pin - other - boxes Big	7415	5	11.00	55.00	18	9.90
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
Total Taxable Amount				577.00		72.54	
Total Invoice Amount				649.54			
Rupees : Six Hundred Fourty Nine and Paise Fifty Four Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 2

28-05-2020 14:23:55

From Company : **Villa Orchids LLP**

5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36AANFG4817C1ZH



67551

23.05.20 2:03:43

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	67551	63330
Doc Date	28-05-2020	
Quote No	Nil	
Quote Date	28-05-2020	
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	6.00	230.00	0.00	12.00	1,545.60
2 7544 - Stationery - other - Marker - NA - nos red/blue-5 nos each	10.00	16.00	0.00	12.00	179.20
3 7544 - Stationery - other - Marker - NA - nos black	3.00	16.00	0.00	12.00	53.76
4 7560 - Stationery - other - Pen - NA - nos Blue	50.00	5.50	0.00	12.00	308.00
5 7512 - Stationery - other - CD Marker - NA - nos	3.00	18.00	0.00	12.00	60.48
6 7584 - Stationery - other - Scribbling Pads - other - nos	10.00	15.00	0.00	12.00	168.00
7 7594 - Stationery - other - Stapler pin - other - boxes Big	5.00	11.00	0.00	18.00	64.90
Total Order Value . . .					2,379.94

Rupees : Two Thousand Three Hundred Seventy Nine and Paise Ninty Four Only.

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** Villas Orchids
Behind: Janapriya, Kowkur.
Phone. 9502232100/9502266233**Penalty 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**Measurment** Nil**Security** NilFor **Villa Orchids LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Name : _____

Date : ____/____/____

① Part bill received
Bill no 11489 AM 11/50/r
Balance receivable
12/06/2020

Requisition Form

Company Name:		VILLAS ORCHIDS-LLP		Date:		22.05.2020	
Site & Phase :		VOC		Time:		14.10	
Supplier		SSLLP		Req. No.		63330	
Material required before date:						ID No.	
						57837	

No	Description	Size	Quantity	Units	Inward No	Date
1	PAPER BUNDLE (STD PAPER)	A4	06✓	BUNDLES		
2	BLUE PENS	STD	10✓	PACKETS		
3	PERMANENT MARKERS	RED	05✓	BOXES		
4	PERMANENT MARKERS	BLUE	05✓	BOXES		
5	CD MARKER	STD	03✓	NOS		
6	PERMANENT MARKERS	BLACK	03✓	BOXES		
7	SCRIBLING PADS	SMALL	10✓	NOS		
8	STAPLER PINS	BIG	5✓	BOXES		

Remarks: - FOR OFFICE USE PURPOSE

Prepared By		S.sharvani		Approved by		A.suresh	
Sign. & Date		22.05.2020		Sign. & Date		22.05.2020	

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

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:			Urgent			ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -

Prepared By				Approved by			
Sign. & Date				Sign. & Date			

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

Summit Sales LLP

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

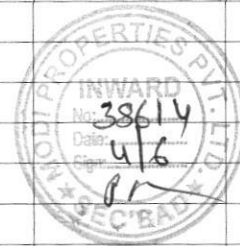
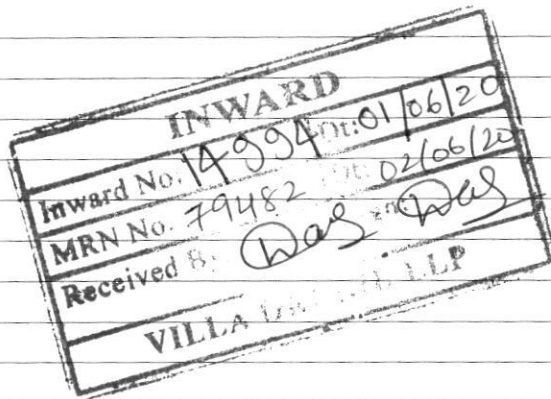
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 01-06-2020

Customer Details		DC No.	9584
Villa Orchids LLP		DC Date.	01-06-2020
Behind Janapriya, Kowkur, Hyderabad		PO No.	67551
		PO Date.	28-05-2020
		Req ID	57237
		Req Date	28-05-2020
GSTIN : 36AANFG4817C1ZH		Loc Req No	63330
	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	10
2	7544 - Stationery - other - Marker - NA - nos	9608	3
3	7560 - Stationery - other - Pen - NA - nos	9608	20
4	7512 - Stationery - other - CD Marker - NA - nos	9608	3
5	7584 - Stationery - other - Scribbling Pads - other - nos		10
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX 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

1 of 1 : 01-06-2020

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				Req ID		57237			
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7									
8									
9									
10									
11									
12									
13									
14									
15									
IGST		CGST		SGST		Total Taxable Amount		577.00	72.54
		36.27		36.27		Total Invoice Amount		649.54	

INWARD

Inward No. 14994

MRN No. 79482

Received By: Wal

VILLA ORCHIDS LLP

Rupees : Six Hundred Fourty Nine and Paise Fifty Four Only.

Rupees : Six Hundred Fourty Nine and Paise Fifty Four Only.

for Summit Sales LLP

Authorised signatory

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