

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		10/6/20		Prepared by:		Soumya.	
PO/WO no.		67557		PO / WO Date.		28/5/20	
Supplier Name		SS llp.		PO/WO amount		2,379.94	
Firm/Company		Voc llp		Project		Voc llp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	11589	8/6/20.		1,730.40			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,730.40	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	9678	8/6/20	79691	☒ 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:						1,730.40	
Amount E – PO / WO value:						2,379.94.	
Amount F – Difference (A – E):						650 / -	
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			13/6/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	10/6/20	12/6/20					

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

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 : 08-06-2020

Customer Details				Invoice No.		11589	
Villa Orchids LLP				Invoice Date.		08-06-2020	
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	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	6	230.00	1,380.00	12	165.60
2	7560 - Stationery - other - Pen - NA - nos	9608	30	5.50	165.00	12	19.80
	Blue						
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST		CGST	SGST	Total Taxable Amount		1,545.00	185.40
		92.70	92.70	Total Invoice Amount		1,730.40	
Rupees : One Thousand Seven Hundred Thirty and Paise Fourty Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 2

28-05-2020 14:23:55



67551

23.05.20 2:03:43

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

Supplier Details

Summit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

Doc No 67551 63330

Doc Date 28-05-2020

Quote No Nil

Quote Date 28-05-2020

SupplyType Supply

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

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 Nil

For **Villa Orchids LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

① Part bill received
Bill No 11489 AM 11/6/20
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

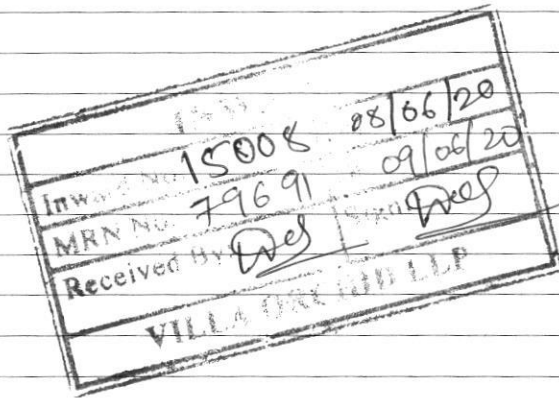
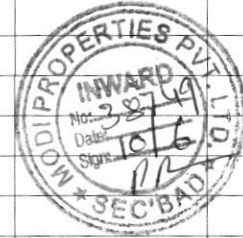
Email: purchase@modiproperties.com

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		Req ID	57237
		Req Date	28-05-2020
GSTIN : 36AANFG4817C1ZH		Loc Req No	63330
	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	6
2	7560 - Stationery - other - Pen - NA - nos	9608	30
3			
4			
5			
6			
7			
8			
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for Summit Sales LLP

Authorised Signatory

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