PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	10/6/20	Prepared by:	Sowmya.
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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	DSL	APPROVED 17 JUN 2020				
Date	10/6/20.	12/6/20	MINISH PARIKH MANAGER PROCUREMENT				

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

ORIGINAL

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Villa Orchids LLP	Invoice No.	11589
Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	08-06-2020
	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 Blue	9608	30	5.50	165.00	12	19.80
3							
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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

MODI PROPERTIES PVT. LTD.
INWARD
No. 66143
Date 11/6/20
Sign:
★SEC'BAD★

Purchase Order

 28-05-2020 14:23:55

67551
23.05.20 2:03:43

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	**Doc No**	67551	63330
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-05-2020	
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	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
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
Measurment	Nil
Security	Nil

1) Part bill received
Bill No. 11489 AMT 650/-
Balance receivable.
12/06/2020

For *Villa Orchids LLP*

Authorised Signatory

Name : ______

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

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 BANDLE (STD PAPER)	A4	06	BUNDLES		
2	BLUE PENS	STD	10	PACKETS		
3	PERMANENT MARKERS	RED	05	BOXES		
4	PERMANENT MARKERS 67591	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.

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	DC No.	9678
Villa Orchids LLP	DC 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
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2	7560 - Stationery - other - Pen - NA - nos	9608	30
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MODI PROPERTIES PVT. LTD. INWARD No. 38749 Date 10/6 Sign. SEC'BAD

Inward No 15008 08/06/20
MRN No 7969 09/06/20
Received By Sign
VILLA ORCHID LLP

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised Signatory

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

Customer Details	
Villa Orchids LLP	
Behind Janapriya, Kowkur, Hyderabad	
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12							
13							
14							
15							

INWARD
Inward No: 15008 Dt: 08/06/20
MRN No: 79691 Dt: 09/06/20
Received By: Sign:
VILLA ORCHID LLP

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