20

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/7/20.	Prepared by:	SOWMYA
PO/WO no.	69090	PO / WO Date.	24/7/20.
Supplier Name	Ssllp.	PO/WO amount	2363
Firm/Company	Vista homes.	Project	Vista homes.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12457	25/7/20.	2,363
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,363

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10478.	25/7/20	81478	☑ 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:	2,363
Amount E – PO / WO value:	2,363
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	**31.7.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	28/7/20.						

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

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.	12457
Kapra, Opp to MRR School, Ecil	Invoice Date.	25-07-2020
	PO No.	69090
	PO Date.	24-07-2020
SY.no.193	Req ID	58689
	Req Date	22-07-2020
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	99742

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	cello						
2	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	ordinary						
3	7512 - Stationery - other - CD Marker - NA - nos	9608	6	18.00	108.00	12	12.96
4	7544 - Stationery - other - Marker - NA - nos	9608	15	16.00	240.00	12	28.80
5	7533 - Stationery - other - Highlighter - NA - nos	9608	6	19.00	114.00	18	20.52
6	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
7	7555 - Stationery - other - Paper - A4 - bundles	4810	6	230.00	1,380.00	12	165.60
8	7583 - Stationery - other - Scale - NA - nos		4	10.00	40.00	18	7.20
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,102.00		261.48
	130.74	130.74	Total Invoice Amount	2,363.48		

Rupees : Two Thousand Three Hundred Sixty Three and Paise Fourty Eight Only.

MODI PROPERTIES PVT. LTD. INWARD No. 67849 Date 3/7 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 24-07-2020 2:29:17 PM

69090
24.07.20 11:20:52

From 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**	69090	99742
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	24-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	24-07-2020	
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	7560 - Stationery - other - Pen - NA - nos *cello*	12.00	5.50	0.00	12.00	73.92
2	7560 - Stationery - other - Pen - NA - nos *ordinary*	20.00	3.50	0.00	12.00	78.40
3	7512 - Stationery - other - CD Marker - NA - nos	6.00	18.00	0.00	12.00	120.96
4	7544 - Stationery - other - Marker - NA - nos	15.00	16.00	0.00	12.00	268.80
5	7533 - Stationery - other - Highlighter - NA - nos	6.00	19.00	0.00	18.00	134.52
6	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
7	7555 - Stationery - other - Paper - A4 - bundles	6.00	230.00	0.00	12.00	1,545.60
8	7583 - Stationery - other - Scale - NA - nos	4.00	10.00	0.00	18.00	47.20
					Total Order Value . . .	**2,363.48**

Rupees : Two Thousand Three Hundred Sixty Three and Paise Fourty Eight Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Working 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 Cost 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 office purpose.

Completion Date NA

For ***Vista Homes***

Authorised Signatory

Name : __________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : __________

Date : __/__/___

Requisition Form

Company Name:	Vista Homes	Date:	22.07.2020
Site & Phase :	Vista Homes	Time:	12:10
Supplier	-	Req. No.	99742
Material required before date:	27.07.20	ID No.	58689

No	Description	Size	Quantity	Units	Inward No	Date
1	**Cello Pens**		12	No's		
2	Ordinary pens		12	No's		
3	CD Markers		06	No's		
4	Permanent Markers 69090		15	No's		
5	Highlighters		06	No's		
6	Pencil Box		02	No's		
7	Paper Bundles	A4	06	Bundles		
8	Steel Scales		04	No's		
9						

Remarks: For

Prepared By	Madhu	Approved by	Madhu
Sign.& Date	22.07.2020	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	DC No.	10478
Vista Homes	DC Date.	25-07-2020
Kapra, Opp to MRR School, Ecil	PO No.	69090
	PO Date.	24-07-2020
SY.no.193	Req ID	58689
	Req Date	22-07-2020
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	99742

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	12
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	7512 - Stationery - other - CD Marker - NA - nos	9608	6
4	7544 - Stationery - other - Marker - NA - nos	9608	15
5	7533 - Stationery - other - Highlighter - NA - nos	9608	6
6	7563 - Stationery - other - Pencil - NA - boxes	4421	2
7	7555 - Stationery - other - Paper - A4 - bundles	4810	6
8	7583 - Stationery - other - Scale - NA - nos		4
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INWARD

Inward No: 25011 Dt: 25/7/20

MRN No: 81478 Dt:

Received By: Sign:

Vista Homes

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD

INWARD

No. 40123

Date 29/7

Sign.

TAX INVOICE

TRANSIT COPY

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

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Authorised signatory