PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/9/20.	Prepared by:	SOWMYA
PO/WO no.	70194	PO / WO Date.	7/9/20
Supplier Name	ssllp.	PO/WO amount	3,761
Firm/Company	voc llp	Project	voc llp
Sl. No.	Bill No.	Bill Date	Bill amount
1.	13302	19/9/20	3,761
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,761

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11248	19/9/20	83181	☑ 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:	3,761
Amount E – PO / WO value:	3,761
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	**26.9.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	[signature]				
Date	22/9/20	28/9/20					

APPROVED 28 SEP 2020 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

ORIGINAL INVOICE

#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	Invoice No.	13302
Villa Orchids LLP	Invoice Date.	19-09-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	70194
	PO Date.	07-09-2020
	Req ID	59656
GSTIN : 36AANFG4817C1ZH	Req Date	07-09-2020
	Loc Req No	63512

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4057 - Consumables - Sponges - NA - nos	3921	36	8.30	298.80	18	53.78
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	12	8.30	99.60	0	0.00
3	4003 - Consumables - Bombay Broom - Big - nos	9603	24	56.00	1,344.00	0	0.00
4	4009 - Consumables - Coconut Broom - other - nos	9603	24	16.00	384.00	0	0.00
5	4000 - Consumables - Acid - NA - ltrs	2806	12	20.00	240.00	18	43.20
6	4041 - Consumables - Mopping stick - NA - nos	9603	5	125.00	625.00	18	112.50
7	4071 - Consumables - Wiper - Other - nos	9603	5	95.00	475.00	18	85.50
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IGST	CGST	SGST	Total Taxable Amount	3,466.40		294.98
	147.49	147.49	Total Invoice Amount	3,761.38		

Rupees : Three Thousand Seven Hundred Sixty One and Paise Thirty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 60565 Date 22-9

Authorised signatory

Purchase Order

  07-09-2020 4:31:51 PM

70194
03.09.20 11:50:24

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	70194	63512
	Doc Date	07-09-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-09-2020	
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	4057 - Consumables - Sponges - NA - nos	36.00	8.30	0.00	18.00	352.58
2	4080 - Consumables - Bombay Brooms - Other - Nos	12.00	8.30	0.00	0.00	99.60
3	4003 - Consumables - Bombay Broom - Big - nos	24.00	56.00	0.00	0.00	1,344.00
4	4009 - Consumables - Coconut Broom - other - nos	24.00	16.00	0.00	0.00	384.00
5	4000 - Consumables - Acid - NA - ltrs	12.00	20.00	0.00	18.00	283.20
6	4041 - Consumables - Mopping stick - NA - nos	5.00	125.00	0.00	18.00	737.50
7	4071 - Consumables - Wiper - Other - nos	5.00	95.00	0.00	18.00	560.50
					Total Order Value . . .	**3,761.38**

Rupees : Three Thousand Seven Hundred Sixty One and Paise Thirty 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	Villas Orchids Behind: Janapriya, Kowkur. Phone. 9502232100/9502266233
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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	05.09.2020
Site & Phase:	VOC	Time:	16:08
Supplier:	SSLLP	Req. No.	63512
Material required before :	**07.09.2020**	ID No.	59656

No	Description	Size	Quantity	Units	Inward No	Date
1	Sponges	Std	3	Dozens		
2	Bombay brooms (Small)	Small	1	Dozens		
3	Bombay brooms (Big)	Big	2	Dozens		
4	Coconut brooms	Std	02	Dozens		
5	Acid	01 Litters	12	No.s		
6	Mopping sticks	Std	05	No.s		
7	Wipers	Std	05	Nos		
8						

70194

APPROVED
07 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Villas Cleaning Purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	05.09.2020	Sign& Date	05.09.2020

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.	11248
Villa Orchids LLP	DC Date.	19-09-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	70194
	PO Date.	07-09-2020
	Req ID	59656
GSTIN : 36AANFG4817C1ZH	Req Date	07-09-2020
	Loc Req No	63512

	Description of Goods	HSN/SAC	Qty
1	4057 - Consumables - Sponges - NA - nos	3921	36
2	4080 - Consumables - Bombay Brooms - Other - Nos	9603	12
3	4003 - Consumables - Bombay Broom - Big - nos	9603	24
4	4009 - Consumables - Coconut Broom - other - nos	9603	24
5	4000 - Consumables - Acid - NA - ltrs	2806	12
6	4041 - Consumables - Mopping stick - NA - nos	9603	5
7	4071 - Consumables - Wiper - Other - nos	9603	5
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INWARD
Inward No: 15325 Dt: 19/09/20
MRN No: 8318 Dt: 21/09/20
Received By
VILLA ORCHIDS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 44402
Date 24/9

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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		
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Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	19-09-2020
	PO No.	70194
	PO Date.	07-09-2020
	Req ID	59656
GSTIN : 36AANFG4817C1ZH	Req Date	07-09-2020
	Loc Req No	63512

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13							
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15							

INWARD
Inward No: 15325 Dt. 19/09/20
MRN No: 83181 Dt. 21/09/20
Received By Sign:
VILLA ORCHIDS LLP

IGST	CGST	SGST				
			Total Taxable Amount	3,466.40		294.98
	147.49	147.49	Total Invoice Amount	3,761.38		

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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction