PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/9/20.	Prepared by:	SOWMYA
PO/WO no.	70423	PO / WO Date.	15/9/20
Supplier Name	SS llp.	PO/WO amount	1,288
Firm/Company	Voc llp	Project	Voc llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	13445	28/9/20	1,288
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,288

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11381	28/9/20	83496	☑ 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:				1,288
Amount E – PO / WO value:				1,288
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	**3.10.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	29/9/20						

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

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		
Villa Orchids LLP	Invoice No.	13445
Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	28-09-2020
	PO No.	70423
	PO Date.	15-09-2020
	Req ID	59882
GSTIN : 36AANFG4817C1ZH	Req Date	15-09-2020
	Loc Req No	63525

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,150.00		138.00
	69.00	69.00	Total Invoice Amount	1,288.00		

Rupees : One Thousand Two Hundred Eighty Eight Only.

for Summit Sales LLP

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 69866 Date 30/9 Sign

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

    15-09-2020 12:04:44

70423

14.09.20 5:37:49

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**	70423	63525
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	15-09-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	15-09-2020	
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	7555 - Stationery - other - Paper - A4 - bundles	5.00	230.00	0.00	12.00	1,288.00
					Total Order Value . . .	**1,288.00**

Rupees : One Thousand Two Hundred Eighty Eight Only.

Terms and Conditions :-

Specification /	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	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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

15/09/2020

Name :

Contact ...

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	14.09.2020
Site & Phase:	VOC	Time:	13:09
Supplier:	SSLLP	Req. No.	63525
Material required before :	**16.09.2020**	ID No.	59882

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 size papers	Std	05	Bundles		

P.O. 70423

APPROVED
15 SEP 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: for office purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	14.09.2020	Sign& Date	14.09.2020

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.	11381
Villa Orchids LLP	DC Date.	28-09-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	70423
	PO Date.	15-09-2020
	Req ID	59882
GSTIN : 36AANFG4817C1ZH	Req Date	15-09-2020
	Loc Req No	63525

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2			
3			
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6			
7			
8			
9			
10			
11			
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INWARD
Inward No: 15358 Dt: 28/09/20
MRN No: 83496 Dt: 29/09/20
Received By: Sign:
VILLA ORCHIDS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 41621
Date: 6/10
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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	Invoice No.	13445
Villa Orchids LLP	Invoice Date.	28-09-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	70423
	PO Date.	15-09-2020
	Req ID	59882
GSTIN : 36AANFG4817C1ZH	Req Date	15-09-2020
	Loc Req No	63525

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00
2							
3							
4							
5							
6							
7							
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12							
13							
14							
15							

INWARD
Inward No: 15358 Dt: 28/09/20
MRN No: 83496 Dt: 29/09/20
Received By Sign:
VILLA ORCHIDS LLP

IGST	CGST	SGST	Total Taxable Amount	1,150.00		138.00
	69.00	69.00	Total Invoice Amount	1,288.00		

Rupees : One Thousand Two Hundred Eighty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction