PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/9/20.	Prepared by:	SOWMYA
PO/WO no.	70600.	PO / WO Date.	21/9/20
Supplier Name	Ssllp.	PO/WO amount	403.
Firm/Company	Voc llp	Project	Voc llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	13367	23/9/20.	403
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			403

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11307	23/9/20	83323.	☑ 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:	403
Amount E – PO / WO value:	403
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						
Date	24/9/20						

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.	13367
Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	23-09-2020
	PO No.	70600
	PO Date.	21-09-2020
	Req ID	60046
GSTIN : 36AANFG4817C1ZH	Req Date	21-09-2020
	Loc Req No	63530

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4040 - Consumables - Mopping Cloth - NA - nos	6307	12	16.00	192.00	5	9.60
2	4008 - Consumables - Cleaning Cloth - other - nos	6307	12	16.00	192.00	5	9.60
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	384.00		19.20
	9.60	9.60	Total Invoice Amount		403.20	

Rupees : Four Hundred Three and Paise Twenty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69742
Date 28/9
Sign. 20

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 21-09-2020 14:35:42

Original

70600
17.09.20 3:51:41

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 **GSTIN** 36ACQFS2044C1Z7 040-66335551 9618244433	**Doc No**	70600	63530
	Doc Date	21-09-2020	
	Quote No	Nil	
	Quote Date	21-09-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4040 - Consumables - Mopping Cloth - NA - nos	12.00	16.00	0.00	5.00	201.60
2	4008 - Consumables - Cleaning Cloth - other - nos	12.00	16.00	0.00	5.00	201.60
				Total Order Value . . .		**403.20**

Rupees : Four Hundred Three and Paise Twenty 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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Villa Orchids LLP*
Authorised Signatory

22/09/2020

Name : ____________

Contact - -

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	19-09-2020
Site & Phase:	VOC	Time:	13:19
Supplier:		Req. No.	63530
Material required before :	**21.09.2020**	ID No.	60046

No	Description	Size	Quantity	Units	Inward No	Date
1	Mapping Cloth	Std	01	Dozen		
2	Cleaning cloth	Std	01	Dozen		

P.O 70600

APPROVED
21 SEP 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For voc office purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	19.09-2020	Sign. & Date	19-09-2020

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
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Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	23-09-2020
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	PO Date.	21-09-2020
	Req ID	60046
GSTIN : 36AANFG4817C1ZH	Req Date	21-09-2020
	Loc Req No	63530

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3							
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INWARD
Inward No: 5333 Dt: 23/09/20
MRN No: 83323 Dt: 24/09/20
Received By: Sign:
VILLA ORCHIDS LLP

IGST	CGST	SGST				
			Total Taxable Amount	384.00		19.20
	9.60	9.60	Total Invoice Amount		403.20	

Rupees : Four Hundred Three and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction