PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 28/9/20. | Prepared by: | SOWMYA |
| PO/WO no. | 70686 | PO / WO Date. | 28/9/20. |
| Supplier Name | SS1p. | PO/WO amount | 973 |
| Firm/Company | Voc lp | Project | Voc lp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 13422 | 26/9/20. | 472 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 472 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 11358 | 26/9/20 | 83459 | ☑ 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: | 472 |
| Amount E – PO / WO value: | 973 |
| Amount F – Difference (A – E): | – 501/– |
| 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 – wit~~hin 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:_ Part bill received.

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | PSS | | | | | |
| Date | 28/9/20 | 1/10 | | | | | |

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 **ORIGINAL INVOICE**

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | | |
|---|---|---|
| Villa Orchids LLP<br>Behind Janapriya, Kowkur, Hyderabad<br><br>GSTIN : 36AANFG4817C1ZH | Invoice No. | 13422 |
| | Invoice Date. | 26-09-2020 |
| | PO No. | 70686 |
| | PO Date. | 23-09-2020 |
| | Req ID | 60119 |
| | Req Date | 23-09-2020 |
| | Loc Req No | 63532 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 4001 - Consumables - Air Freshner - NA - nos odonil | 3307 | 5 | 55.00 | 275.00 | 18 | 49.50 |
| 2 | 4059 - Consumables - Surf Detergent Powder - NA - | 3402 | 5 | 25.00 | 125.00 | 18 | 22.50 |
| 3 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | 36.00 | 36.00 | Total Taxable Amount | 400.00 | | 72.00 |
| | | | Total Invoice Amount | | 472.00 | |

Rupees : Four Hundred Seventy Two Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 61843
Date 30/9
Sign.

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 25-09-2020 15:14:06

70686
21.09.20 12:56:23

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 70686 | 63532 |
| | **Doc Date** | 23-09-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 23-09-2020 | |
| 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 | 4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs | 5.00 | 85.00 | 0.00 | 18.00 | 501.50 |
| 2 | 4001 - Consumables - Air Freshner - NA - nos<br>*odonil* | ✓5.00 | 55.00 | 0.00 | 18.00 | 324.50 |
| 3 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | ✓5.00 | 25.00 | 0.00 | 18.00 | 147.50 |
| | | | | | **Total Order Value . . .** | **973.50** |

Rupees : Nine Hundred Seventy Three and Paise Fifty 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<br>Behind: Janapriya, Kowkur.<br>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** | |

→. Part bill received of Rs. 472/-
B.no: 13422, dt: 26/9/20. and
bal bill of Rs. 502/- to be
receivable.
10/10/20.

For *Villa Orchids LLP*
Authorised Signatory

Name :
Contact - -

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

Name : ____________

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| ompany Name: | VOC LLP | Date: | 22-09-2020 |
| e & Phase: | VOC | Time: | 13:19 |
| pplier: | | Req. No. | 63532 |
| aterial required before : | **24.09.2020** | ID No. | 60119 |

| o | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| | Lizol | 250ml | 05 | No's | | |
| | Odonil | Std | 05 | No's | | |
| | Surf | 500g | 05 | Packets | | |
| | | | | | | |
| | | | | | | |
| | 70686 | | | | | |
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| | | | | | | |

marks: For voc office purpose

| | | | |
|---|---|---|---|
| epared By | K.Sneha | Approved by | A Suresh |
| gn.& Date | 22-09-2020 | Sign. & Date | 22-09-2020 |

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 | | |
|---|---|---|
| Villa Orchids LLP | DC No. | 11358 |
| Behind Janapriya, Kowkur, Hyderabad | DC Date. | 26-09-2020 |
| | PO No. | 70686 |
| | PO Date. | 23-09-2020 |
| | Req ID | 60119 |
| GSTIN : 36AANFG4817C1ZH | Req Date | 23-09-2020 |
| | Loc Req No | 63532 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 4001 - Consumables - Air Freshner - NA - nos | 3307 | 5 |
| 2 | 4059 - Consumables - Surf Detergent Powder - NA - kgs | 3402 | 5 |
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INWARD
Inward No: 15346 Dt: 26/09/20
MRN No: 83459 Dt: 28/09/20
Received By
VILLA ORCHIDS LLP

**for Summit Sales LLP**

:t to Hyderabad Jurisdiction

*Authorised signatory*

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**

Villa Orchids LLP

Behind Janapriya, Kowkur, Hyderabad

GSTIN : 36AANFG4817C1ZH

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INWARD
Inward No: 15346 Dt: 26/09/20
MRN No: 82459 Dt: 28/09/20
Received By Sign:
VILLA ORCHIDS LLP

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 400.00 | | 72.00 |
| | 36.00 | 36.00 | Total Invoice Amount | | 472.00 | |

Rupees : Four Hundred Seventy Two Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction