PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/10/20	Prepared by:	D.SOWMYA
PO/WO no.	71621	PO / WO Date.	28/10/20
Supplier Name	SSLLP.	PO/WO amount	3,254
Firm/Company	Vista homes.	Project	Vista homes.
Sl. No.	Bill No.	Bill Date	Bill amount
1	13919	29/10/20.	3,254
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,254

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11803.	29/10/20	84588.	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3,254
Amount E – PO / WO value:	3,254
Amount F – Difference (A – E): GST-18%	-

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	**7.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	31/10/20	3/11					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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		
Vista Homes	Invoice No.	13919
Kapra, Opp to MRR School, Ecil	Invoice Date.	29-10-2020
	PO No.	71621
	PO Date.	28-10-2020
SY.no.193	Req ID	60957
GSTIN : 36AAGFV2068P1ZJ	Req Date	21-10-2020
	Loc Req No	99908

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	24	5.50	132.00	12	15.84
	cello-Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	cello-black						
3	7560 - Stationery - other - Pen - NA - nos	9608	24	3.50	84.00	12	10.08
4	7544 - Stationery - other - Marker - NA - nos	9608	15	16.00	240.00	12	28.80
	Black-Red-Green						
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
6	7555 - Stationery - other - Paper - A4 - bundles	4810	10	230.00	2,300.00	12	276.00
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,906.00	348.72
	174.36	174.36	Total Invoice Amount	3,254.72	

Rupees : Three Thousand Two Hundred Fifty Four and Paise Seventy Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7074
Date 02/11
Sign.

Purchase Order

 28-10-2020 12:57:53

71621
20.10.20 4:01:43

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**	71621	99908
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-10-2020	
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-Blue*	24.00	5.50	0.00	12.00	147.84
2	7560 - Stationery - other - Pen - NA - nos *cello-black*	12.00	5.50	0.00	12.00	73.92
3	7560 - Stationery - other - Pen - NA - nos	24.00	3.50	0.00	12.00	94.08
4	7544 - Stationery - other - Marker - NA - nos *Black-Red-Green*	15.00	16.00	0.00	12.00	268.80
5	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
6	7555 - Stationery - other - Paper - A4 - bundles	10.00	230.00	0.00	12.00	2,576.00
					Total Order Value . . .	**3,254.72**

Rupees : Three Thousand Two Hundred Fifty Four and Paise Seventy Two 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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Vista Homes***
Authorised Signatory

28/10/2020

Name :
Contact

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

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	20.10.2020
Site & Phase :	Vista Homes	Time:	16:30
Supplier:		Req. No.	99908
Material required before date:	23.10.20	ID No.	60957

No	Description	Size	Quantity	Units	Inward No	Date
1	**Cello Blue pens**		24	No's		
2	**Cello Black Pens**		12	No's		
3	Ordinary Pens		24	No's		
4	Permanent Marker Pens (Black, Red , Green)		15	No's		
5	Pencil Box		02	Box		
6	Paper Bundles		10	Bundles		
7						
8						
9						
10						

P.O. 71621

APPROVED
28 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Site office purpose.

Prepared By	Snehapriya	Approved by	Madhu
Sign.& Date	20.10.2020	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.	11803
Vista Homes	DC Date.	29-10-2020
Kapra, Opp to MRR School, Ecil	PO No.	71621
	PO Date.	28-10-2020
SY.no.193	Req ID	60957
GSTIN : 36AAGFV2068P1ZJ	Req Date	21-10-2020
	Loc Req No	99908

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	24
2	7560 - Stationery - other - Pen - NA - nos	9608	12
3	7560 - Stationery - other - Pen - NA - nos	9608	24
4	7544 - Stationery - other - Marker - NA - nos	9608	15
5	7563 - Stationery - other - Pencil - NA - boxes	4421	2
6	7555 - Stationery - other - Paper - A4 - bundles	4810	10
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23	INWARD		
24	Inward No: 35299 Dt: 29/10/20		
25	MRN No: 84588 Dt:		
26	Received by: Sign: Nikhil		
27	Vista Homes		
28			
29			
30			

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 42356 Date 2/11/20 Sign

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

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SY.no.193	Req ID	60957
GSTIN : 36AAGFV2068P1ZJ	Req Date	21-10-2020
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7							
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 2529 Dt: 29/10/20
MRN No: Dt:
Received By: Sign:
Vista Homes

IGST	CGST	SGST				
			Total Taxable Amount	2,906.00		348.72
	174.36	174.36	Total Invoice Amount		3,254.72	

Rupees : Three Thousand Two Hundred Fifty Four and Paise Seventy Two Only.

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