

Missing Bill

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                               |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
|---------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------|-----------------------------|------------|------------------|
| Date:                                                         | 31/10/2020        |                                                                                                                                                                           | Prepared by:        | NEHA.C                                                   |                             |            |                  |
| PO/WO no.                                                     | 68758             |                                                                                                                                                                           | PO / WO Date.       | 10/07/2020                                               |                             |            |                  |
| Supplier Name                                                 | SSLP              |                                                                                                                                                                           | PO/WO amount        | 1,61,639.39                                              |                             |            |                  |
| Firm/Company                                                  | Villa Orchids LLP |                                                                                                                                                                           | Project             | Villa Orchids                                            |                             |            |                  |
| Sl. No.                                                       | Bill No.          | Bill Date                                                                                                                                                                 | Bill amount         |                                                          |                             |            |                  |
| 1                                                             | 12898             | 28/08/2020                                                                                                                                                                | 35,123.08/-         |                                                          |                             |            |                  |
| 2                                                             |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
| 3                                                             |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
| 4                                                             |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
| Amount A – Bills total(Excluding Transport & Hamali Charges): |                   |                                                                                                                                                                           |                     | 35,123.08/-                                              |                             |            |                  |
| Sl. No.                                                       | DC No             | DC. Date                                                                                                                                                                  | MRN No.             | DC matches MRN                                           |                             |            |                  |
| 1.                                                            |                   |                                                                                                                                                                           | 81294               | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 2.                                                            |                   |                                                                                                                                                                           | 82222               | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| 3.                                                            |                   |                                                                                                                                                                           |                     | <input type="checkbox"/> Yes <input type="checkbox"/> No |                             |            |                  |
| Amount B –Other Credits :Transportation charges               |                   |                                                                                                                                                                           |                     | -                                                        |                             |            |                  |
| Amount C –Other Debits :                                      |                   |                                                                                                                                                                           |                     | -                                                        |                             |            |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:   |                   |                                                                                                                                                                           |                     | 161,639.39/-                                             |                             |            |                  |
| Amount E – PO / WO value:                                     |                   |                                                                                                                                                                           |                     | 35,123.08/-                                              |                             |            |                  |
| Amount F – Difference (A – E): GST-18%                        |                   |                                                                                                                                                                           |                     | 126,516/-                                                |                             |            |                  |
| Quantity received as per PO / WO                              |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |                     |                                                          |                             |            |                  |
| Is difference between PO / Bill acceptable?                   |                   | <input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                     |                                                          |                             |            |                  |
| Excess / short material received                              |                   | <input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                     |                                                          |                             |            |                  |
| Close PO / W?O                                                |                   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |                     |                                                          |                             |            |                  |
| Advance paid / PDC given (deduct when paying)                 |                   | <input type="checkbox"/> Yes – Rs. /- <input checked="" type="checkbox"/> No                                                                                              |                     |                                                          |                             |            |                  |
| Payment – due date                                            |                   | 06/11/2020                                                                                                                                                                |                     |                                                          |                             |            |                  |
| Remarks:                                                      |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
|                                                               |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
| Approved by                                                   | Purchase Officer  | Purchase Manager                                                                                                                                                          | Procurement Manager | MD                                                       | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:                                                         |                   |                                                                                                                                                                           |                     |                                                          |                             |            |                  |
| Date                                                          | 21/10/2020        | 21/10/2020                                                                                                                                                                |                     |                                                          |                             |            |                  |

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/-

# Purchase Order

Page(s) 1 Of 2

31-10-2020 10:21:18

Original / Office Copy / Purchase Div.Copy

From Company : **Villa Orchids LLP**

5-4-187/3 &amp; 4, II nd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36AANFG4817C1ZH

**Supplier Details**

Summit Sales LLP

5-4-187/3&amp;4,II nd floor,Soham Mansion,MG Road, Secunderabad

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

**Doc No**

68758

63438

**Doc Date**

10-07-2020

**Quote No**

Nil

**Quote Date**

10-07-2020

**SupplyType**

Supply

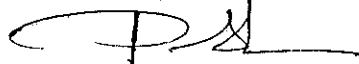
12898  
DC: NID - 3044**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                                                                   | Qty   | Rate   | Dis% | GST   | Amount            |
|---------------------------------------------------------------------------------------------|-------|--------|------|-------|-------------------|
| 1 9073 - Tiles - Bathroom wall tiles malashiyan brown DK - 10 IN X 15 IN x 8 Pieces - Boxes | 82.00 | 211.83 | 0.00 | 18.00 | 20,496.67         |
| 2 9072 - Tiles - Bathroom wall tiles malashiyan brown LT - 10 INx 15 IN x 8 PIECES - Boxes  | 75.00 | 211.83 | 0.00 | 18.00 | 18,746.96         |
| 3 9074 - Tiles - Bathroom malashiyan brown HL - 10 IN X 15 IN X 8 Pieces - Boxes            | 20.00 | 211.83 | 0.00 | 18.00 | 4,999.19          |
| 4 9090 - Tiles - Bathroom floor jaipur panna - 12 in X 12 in X12 pieces - Boxes             | 20.00 | 451.54 | 0.00 | 18.00 | 10,656.34         |
| 5 9070 - Tiles - Bathroom wall tiles - Ultra sprinkle DK - 10 IN X 15 IN X 8 pieces - Boxes | 82.00 | 211.83 | 0.00 | 18.00 | 20,496.67         |
| 6 9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - 10 in X 15 in X 8 pieces - Boxes  | 75.00 | 211.83 | 0.00 | 18.00 | 18,746.96         |
| 7 9071 - Tiles - Bathroom wall tiles ultra sprinkle HL - 10 IN x 15 IN x 8 Pieces - Boxes   | 20.00 | 211.83 | 0.00 | 18.00 | 4,999.19          |
| 8 9092 - Tiles - Bathroom floor - Maharaja Off white - 12 in X 12 in X 12 in - Boxes        | 20.00 | 386.75 | 0.00 | 18.00 | 9,127.30          |
| 9 9075 - Tiles - Bathroom walltiles luna DK - 10 IN X 15 IN X 8 Pieces - Boxes              | 82.00 | 211.83 | 0.00 | 18.00 | 20,496.67         |
| 10 9076 - Tiles - Bathroom wall tiles Luna LT - 10 IN X 15 IN X 8 Pieces - Boxes            | 75.00 | 211.83 | 0.00 | 18.00 | 18,746.96         |
| 11 9077 - Tiles - Bathroom wall tiles luna HL - 10 IN X 15 IN x 8 Pieces - Boxes            | 20.00 | 211.83 | 0.00 | 18.00 | 4,999.19          |
| 12 9091 - Tiles - Bathroom floor Maharaja Beige - 12 in X 12 in X 12 in - Boxes             | 20.00 | 386.75 | 0.00 | 18.00 | 9,127.30          |
| <b>Total Order Value . . .</b>                                                              |       |        |      |       | <b>161,639.39</b> |
| Rupees : One Lakh(s) Sixty One Thousand Six Hundred Thirty Nine and Paise Thirty Nine Only. |       |        |      |       |                   |

**Terms and Conditions :-****Specification /** All items shall be Nitco brand Rate per Sft is Rs. 40.04/ 39.27**Payment Terms** After delivery**Tax** Included in the above prices**Delivery Date** With in a dayFor **Villa Orchids LLP**

Authorised Signatory



Name : \_\_\_\_\_

Contact :-

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_\_\_

## TAX INVOICE

**Summit Sales LLP**

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

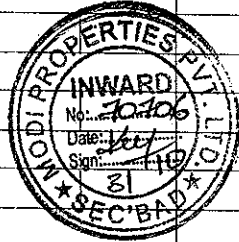
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 31-10-2020

| Customer Details                                                                        |                                                         |         |     | Invoice No.   |          | 12898      |          |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------|---------|-----|---------------|----------|------------|----------|
| Villa Orchids LLP<br>Behind Janapriya, Kowkur, Hyderabad<br><br>GSTIN : 36AANFG4817C1ZH |                                                         |         |     | Invoice Date. |          | 28-08-2020 |          |
|                                                                                         |                                                         |         |     | PO No.        |          | 68758      |          |
|                                                                                         |                                                         |         |     | PO Date.      |          | 10-07-2020 |          |
|                                                                                         |                                                         |         |     | Req ID        |          | 58354      |          |
|                                                                                         |                                                         |         |     | Req Date      |          | 08-07-2020 |          |
|                                                                                         |                                                         |         |     | Loc Req No    |          | 63438      |          |
|                                                                                         | Description of Goods                                    | HSN/SAC | Qty | Rate          | Gross    | Tax%       | Tax Amt  |
| 1                                                                                       | 9073 - Tiles - Bathroom wall tiles malashiyan brown     |         | 37  | 211.83        | 7,837.71 | 18         | 1,410.80 |
| 2                                                                                       | 9072 - Tiles - Bathroom wall tiles malashiyan brown     |         | 15  | 211.83        | 3,177.45 | 18         | 571.94   |
| 3                                                                                       | 9070 - Tiles - Bathroom wall tiles - Ultra sprinkle DK  |         | 37  | 211.83        | 7,837.71 | 18         | 1,410.80 |
| 4                                                                                       | 9069 - Tiles - Bathroom Wall tiles -ultra sprinkle LT - |         | 15  | 211.83        | 3,177.45 | 18         | 571.94   |
| 5                                                                                       | 9091 - Tiles - Bathroom floor Maharaja Beige - 12 in    |         | 20  | 386.75        | 7,735.00 | 18         | 1,392.30 |
| 6                                                                                       |                                                         |         |     |               |          |            |          |
| 7                                                                                       |                                                         |         |     |               |          |            |          |
| 8                                                                                       |                                                         |         |     |               |          |            |          |
| 9                                                                                       |                                                         |         |     |               |          |            |          |
| 10                                                                                      |                                                         |         |     |               |          |            |          |
| 11                                                                                      |                                                         |         |     |               |          |            |          |
| 12                                                                                      |                                                         |         |     |               |          |            |          |
| 13                                                                                      |                                                         |         |     |               |          |            |          |
| 14                                                                                      |                                                         |         |     |               |          |            |          |
| 15                                                                                      |                                                         |         |     |               |          |            |          |
| IGST                                                                                    |                                                         |         |     | CGST          |          | SGST       |          |
|                                                                                         |                                                         |         |     | 2,678.89      |          | 2,678.89   |          |
| Total Taxable Amount                                                                    |                                                         |         |     | 29,765.32     |          | 5,357.78   |          |
| Total Invoice Amount                                                                    |                                                         |         |     |               |          | 35,123.08  |          |
| Rupees : Thirty Five Thousand One Hundred Twenty Three and Paise Eight Only.            |                                                         |         |     |               |          |            |          |



for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Requisition Form - Bathroom Tiles - Deluxe flat

| Company                  |                             | Villa Orchids LLP   |           | Site & Phase        |                                        | Villa Orchids                |                                            |                                               |                       |                                |                                    |           |      |
|--------------------------|-----------------------------|---------------------|-----------|---------------------|----------------------------------------|------------------------------|--------------------------------------------|-----------------------------------------------|-----------------------|--------------------------------|------------------------------------|-----------|------|
| Req. no.                 |                             | 63438               |           | Req. Date           |                                        | 08.07.2020                   |                                            |                                               |                       |                                |                                    |           |      |
| Material required before |                             |                     |           | ID no.              |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Prepared by:             |                             | A.Suresh            |           | Approved by (sign): |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Flat / Block no:         |                             | 294,196,256,257,258 |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Tiles required for:      |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| 5 Bath Rooms             |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| S No.                    | Name of tile                | Brand / Company     | Size      | Units               | Qty required for one bathroom in sq ft | No of sq ft of tiles per box | Avg Qty required for one bathroom in boxes | No. of bathrooms for which tiles are required | Qty required in boxes | Qty Available at site in boxes | Balance Qty to be ordered in boxes | Inward No | Date |
| 1                        | Malaysian Brown Dark - Wall | Niteco              | 15" x 10" | sft                 | 130.0                                  | 8.0                          | 16.3                                       | 5.0                                           | 82.0                  |                                | 82.0                               |           |      |
| 2                        | Malaysian BR Light - Wall   | Niteco              | 15" x 10" | sft                 | 120.0                                  | 8.0                          | 15.0                                       | 5.0                                           | 75.0                  |                                | 75.0                               |           |      |
| 3                        | Malaysian BR HL - Wall      | Niteco              | 15" x 10" | sft                 | 40.0                                   | 8.0                          | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| 4                        | Jaipur Panama - Floor       | Niteco              | 12" x 12" | sft                 | 40.0                                   | 12.0                         | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| Total                    |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Tiles required for:      |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| 5 Bath Rooms             |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| S No.                    | Name of tile                | Brand / Company     | Size      | Units               | Qty required for one bathroom in sq ft | No of sq ft of tiles per box | Avg Qty required for one bathroom in boxes | No. of bathrooms for which tiles are required | Qty required in boxes | Qty Available at site in boxes | Balance Qty to be ordered in boxes | Inward No | Date |
| 1                        | Ultra Sprinkle Dark - Wall  | Niteco              | 15" x 10" | sft                 | 130.0                                  | 8.0                          | 16.3                                       | 5.0                                           | 82.0                  |                                | 82.0                               |           |      |
| 2                        | Ultra Sprinkle Light - Wall | Niteco              | 15" x 10" | sft                 | 120.0                                  | 8.0                          | 15.0                                       | 5.0                                           | 75.0                  |                                | 75.0                               |           |      |
| 3                        | Ultra Sprinkle HL - Wall    | Niteco              | 15" x 10" | sft                 | 40.0                                   | 8.0                          | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| 4                        | Jaipur Moti Off White Tiles | Niteco              | 12" x 12" | sft                 | 40.0                                   | 12.0                         | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| Total                    |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Tiles required for:      |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| 5 Bath Rooms             |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| S No.                    | Name of tile                | Brand / Company     | Size      | Units               | Qty required for one bathroom in sq ft | No of sq ft of tiles per box | Avg Qty required for one bathroom in boxes | No. of bathrooms for which tiles are required | Qty required in boxes | Qty Available at site in boxes | Balance Qty to be ordered in boxes | Inward No | Date |
| 1                        | Luna Dark - Wall            | Niteco              | 15" x 10" | sft                 | 130.0                                  | 8.0                          | 16.3                                       | 5.0                                           | 82.0                  |                                | 82.0                               |           |      |
| 2                        | Luna Light - Wall           | Niteco              | 15" x 10" | sft                 | 120.0                                  | 8.0                          | 15.0                                       | 5.0                                           | 75.0                  |                                | 75.0                               |           |      |
| 3                        | Luna HL - Wall              | Niteco              | 15" x 10" | sft                 | 40.0                                   | 8.0                          | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| 4                        | Maharaja Beige              | Niteco              | 12" x 12" | sft                 | 40.0                                   | 12.0                         | 4.0                                        | 5.0                                           | 20.0                  |                                | 20.0                               |           |      |
| Total                    |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |
| Tiles required for:      |                             |                     |           |                     |                                        |                              |                                            |                                               |                       |                                |                                    |           |      |

**APPROVED**  
30 OCT 2020  
P. PRABHAKAR  
Sr. MANAGER PURCHASE

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Regards,

sneha.k

sneha.k@modiproperties.com

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 Subject: VOC site closed&not closed po details

po no:70686 req no 63532 -closed-inwards no  
15346,15381po no:67591 req no 63350-closed-inwards no  
15051,15252po no:68758 req ni 63438-not closed-inwards no  
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