PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	71843.	PO / WO Date.	4/11/20.
Supplier Name	SSllp.	PO/WO amount	1,327
Firm/Company	Voc llp	Project	Voc llp
Sl. No.	Bill No.	Bill Date	Bill amount
1	14468	27/11/20.	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.	12284	27/11/20	85771	☑ 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:				403
Amount E – PO / WO value:				1,327
Amount F – Difference (A – E): GST-18%				-924/-

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	**5.12.2020**

Remarks: Final Bill received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	1/12/20	8/12					

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	Invoice No.	14468
Villa Orchids LLP	Invoice Date.	27-11-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	71843
	PO Date.	04-11-2020
	Req ID	61241
GSTIN : 36AANFG4817C1ZH	Req Date	03-11-2020
	Loc Req No	63575

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

MODI PROPERTIES PVT. LTD. SEC'BAD ★ INWARD No. 71742 Date 3/12/20 Sign NE

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

Purchase Order

Page(s) 1 Of 1   05-11-2020 11:36:56

71843
30.10.20 4:44:39

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	**Doc No**	71843	63575
	Doc Date	04-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-11-2020	
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	4008 - Consumables - Cleaning Cloth - other - nos	36.00	16.00	0.00	5.00	604.80
2	4040 - Consumables - Mopping Cloth - NA - nos	36.00	16.00	0.00	5.00	604.80
3	4000 - Consumables - Acid - NA - ltrs	5.00	20.00	0.00	18.00	118.00
					Total Order Value . . .	**1,327.60**

Rupees : One Thousand Three Hundred Twenty Seven and Paise Sixty 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	

→ Part Bill received
Bill no: 14106
Bill date: 07/11
Bill amt: 924
Bal amt receivable: 403/-
Neha
12/11/2020

→ final Bill received. B.no: 14468.
8/12/20.

For *Villa Orchids LLP*
Authorised Signatory

Name :

Contact ..

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	03-11-2020
Site & Phase:	VOC	Time:	12:07
Supplier:	SSLLP	Req. No.	63575
Material required before :	**05-11-2020**	ID No.	61241

No	Description	Size	Quantity	Units	Inward No	Date
1	Cleaning cloth	Std	03	Dozens		
2	Mapping cloth	Std	03	Dozens		
3	Acid	250 ml	5	Nos		

P.O. 71843

Remarks:

APPROVED
-5 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	03-11-2020	Sign& Date	03-11-2020

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.	12284
Villa Orchids LLP	DC Date.	27-11-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	71843
	PO Date.	04-11-2020
	Req ID	61241
GSTIN : 36AANFG4817C1ZH	Req Date	03-11-2020
	Loc Req No	63575

	Description of Goods	HSN/SAC	Qty
1	4008 - Consumables - Cleaning Cloth - other - nos	6307	12
2	4040 - Consumables - Mopping Cloth - NA - nos	6307	12
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 15473 Dt: 27/11/20
MRN No: 85771 Dt: 28/11/20
Received By Sign: Sai
VILLA ORCHIDS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 43371
Date 30/11/20
Sign

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT CC

#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.	14468
Villa Orchids LLP	Invoice Date.	27-11-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	71843
	PO Date.	04-11-2020
	Req ID	61241
GSTIN : 36AANFG4817C1ZH	Req Date	03-11-2020
	Loc Req No	63575

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

INWARD
Inward No: 15473 Dt: 27/11/20
MRN No: 85771 Dt: 28/11/20
Received By Sign: Sai
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