PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	09-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72432	PO / WO Date.	25-11-20
Supplier Name	Summit Sales LLP	PO/WO amount	3,474-44
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	14441	26-11-20	3,474-44
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,474-44

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12257	26-11-20	85697	☑ 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:	3,474-44
Amount E – PO / WO value:	3,474-44
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	14-12-20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		9/12/20					

APPROVED
09 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

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

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com

ORIGINAL INVOICE

GSTIN/UNI: 36ACQFS2044C1Z7

upplier / Customer / Transporter - Copy

Customer Details

Vista Homes
Kapra, Opp to MRR School, Ecil

SY.no.193

GSTIN : 36AAGFV2068P1ZJ

Invoice No.	14441
Invoice Date.	26-11-2020
PO No.	72432
PO Date.	25-11-2020
Req ID	61792
Req Date	24-11-2020
Loc Req No	99958

#	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos cello Blue-24 Black-12	9608	36	5.50	198.00	12	23.76
2	7560 - Stationery - other - Pen - NA - nos	9608	24	3.50	84.00	12	10.08
3	7555 - Stationery - other - Paper - A4 - bundles	4810	10	230.00	2,300.00	12	276.00
4	7560 - Stationery - other - Pen - NA - nos RED	9608	6	3.50	21.00	12	2.52
5	7544 - Stationery - other - Marker - NA - nos	9608	15	16.00	240.00	12	28.80
6	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	10	6.00	60.00	18	10.80
7	7572 - Stationery - other - Punch - 16mm - nos		3	62.00	186.00	18	33.48
8							
9							
10							
11							
12							
13							
14							
15							
				Total Taxable Amount	3,089.00		385.44
				Total Invoice Amount		3,474.44	

IGST	CGST	SGST
	192.72	192.72

Rupees : Three Thousand Four Hundred Seventy Four and Paise Fourty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. Date. Sign.

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. 7184 Date. 4/12 Sign.

Purchase Order

 25-11-2020 12:33:39 Origi

72432
16 11 20 11:25:35

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	72432	99958
	Doc Date	25-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-11-2020	
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	7560 - Stationery - other - Pen - NA - nos *cello Blue-24 Black-12*	36.00	5.50	0.00	12.00	221.76
2	7560 - Stationery - other - Pen - NA - nos	24.00	3.50	0.00	12.00	94.08
3	7555 - Stationery - other - Paper - A4 - bundles	10.00	230.00	0.00	12.00	2,576.00
4	7560 - Stationery - other - Pen - NA - nos *RED*	6.00	3.50	0.00	12.00	23.52
5	7544 - Stationery - other - Marker - NA - nos	15.00	16.00	0.00	12.00	268.80
6	7594 - Stationery - other - Stapler pin - other - boxes *Small*	10.00	6.00	0.00	18.00	70.80
7	7572 - Stationery - other - Punch - 16mm - nos	3.00	62.00	0.00	18.00	219.48
					Total Order Value . . .	**3,474.44**

Rupees : Three Thousand Four Hundred Seventy Four and Paise Fourty Four 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
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 office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil

For ***Vista Homes***
Authorised Signatory

Name : 26/11/2020

Contact ...

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	24.11.2020
Site & Phase :	Vista Homes	Time:	11:30
Supplier:		Req. No.	99958
Material required before date:	27.11.20	ID No.	61792

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	Paper Bundles		10	Bundles		
5	Red Pens		06	No's		
6	Permanent Markers Red/ Black/ Green		15	No's		
7	Staplers pens (Kangaro)(Small)	No.10.1M	10	Boxes		
8	Punch Machines		03	No's		
9						
0						

P.O 72432

APPROVED
26/11/20
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Site office purpose.

Prepared By	Snehapriya	Approved by	Madhu
Sign.& Date	24.11.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:	Vista Homes	Date:	
Site & Phase :	Vista Homes	Time:	
Supplier	-	Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
4						
5						
6						
7						
8						
9						

Remarks: For site office use purpose.

Prepared By	Madhu	Approved by	Madhu
Sign.& Date	20.10.20	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.	12257
Vista Homes	DC Date.	26-11-2020
Kapra, Opp to MRR School, Ecil	PO No.	72432
	PO Date.	25-11-2020
SY.no.193	Req ID	61792
GSTIN : 36AAGFV2068P1ZJ	Req Date	24-11-2020
	Loc Req No	99958

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	36
2	7560 - Stationery - other - Pen - NA - nos	9608	24
3	7555 - Stationery - other - Paper - A4 - bundles	4810	10
4	7560 - Stationery - other - Pen - NA - nos	9608	6
5	7544 - Stationery - other - Marker - NA - nos	9608	15
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	10
7	7572 - Stationery - other - Punch - 16mm - nos		3
8			
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22			
23			
24	INWARD		
25	Inward No: 25388 Dt: 26/11/20		
26	IRN No: 85697 Dt:		
27	Received By: Sign: Nikhil		
28			
29	Vista Homes		
30			

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 43295 Date. 27/11 Sign. Rekha

for Summit Sales LLP

Authorised signatory

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

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		Invoice No.	14441
Vista Homes		Invoice Date.	26-11-2020
Kapra, Opp to MRR School, Ecil		PO No.	72432
		PO Date.	25-11-2020
SY.no.193		Req ID	61792
GSTIN :	36AAGFV2068P1ZJ	Req Date	24-11-2020
		Loc Req No	99958

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	36	5.50	198.00	12	23.76
	cello Blue-24 Black-12						
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	RED						
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6	7594 - Stationery - other - Stapler pin - other - boxes	7415	10	6.00	60.00	18	10.80
	Small						
7	7572 - Stationery - other - Punch - 16mm - nos		3	62.00	186.00	18	33.48
8							
9							
10							
11							
12							
13							
14							
15							

INWARD
Inward No: 25388 Dt: 26/11/20
MRN No: 85697 Dt:
Received by: Sign:
Vista Homes

IGST	CGST	SGST			
			Total Taxable Amount	3,089.00	385.44
	192.72	192.72	Total Invoice Amount	3,474.44	

Rupees : Three Thousand Four Hundred Seventy Four and Paise Fourty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction