

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 09/12/2020		Prepared by: NEHA .C	
PO/WO no. 72434		PO / WO Date. 25/11/2020	
Supplier Name S S Up		PO/WO amount 1535.81-	
Firm/Company villa orchids Up		Project Loc	
Sl. No.	Bill No.	Bill Date	Bill amount
1	14590	04/12/2020	1535.81-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			
Sl. No.	DC .No	DC. Date	MRN No.
1.	12394	04/12/2020	85988
2.			
3.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier: 1535.8			
Amount E – PO / WO value: 1535.8			
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		11/12/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[Signature]		
Date	09/12/2020		

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/-

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 04-12-2020

Customer Details				Invoice No.		14590					
Villa Orchids LLP Behind Janapriya, Kowkur, Hyderabad GSTIN : 36AANFG4817C1ZH				Invoice Date.		04-12-2020					
				PO No.		72434					
				PO Date.		25-11-2020					
				Req ID		61786					
				Req Date		24-11-2020					
				Loc Req No		63599					
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt				
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	230.00	1,150.00	12	138.00				
2	7505 - Stationery - other - Binder Clips - other - Small	8305	5	20.00	100.00	18	18.00				
3	7505 - Stationery - other - Binder Clips - other - Big	8305	5	22.00	110.00	18	19.80				
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11											
12											
13											
14											
15											
IGST					CGST		SGST	Total Taxable Amount	1,360.00		175.80
					87.90		87.90	Total Invoice Amount	1,535.80		
Rupees : One Thousand Five Hundred Thirty Five and Paise Eighty Only.											

Rupees : One Thousand Five Hundred Thirty Five and Paise Eighty Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

1 Of 1

25-11-2020 12:33:39

C



72434

16.11.20 11:25:36

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

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No

72434

63599

Doc Date

25-11-2020

Quote No

Nil

Quote Date

25-11-2020

SupplyType

Supply

Kind Attn : Hamendra, Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	5.00	230.00	0.00	12.00	1,288.00
2 7505 - Stationery - other - Binder Clips - other - boxes Small	5.00	20.00	0.00	18.00	118.00
3 7505 - Stationery - other - Binder Clips - other - boxes Big	5.00	22.00	0.00	18.00	129.80
Total Order Value . . .					1,535.80

Rupees : One Thousand Five Hundred Thirty Five and Paise Eighty 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** Villa Orchids

kowkur, Alwal

Phone. .

Penalty 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**Remarks**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:		24-11-2020
Site & Phase:		VOC	Time:		12:03
Supplier:		SSLLP	Req. No.		63599
Material required before :		26-11-2020	ID No.		61786
No	Description	Size	Quantity	Units	Inward No
1	A4 size White papers	Std	5	Bundles	
2	Paper clips	Small	5	Boxes	
3	Paper clips	Big	5	Boxes	
Remarks: for voc site office purpose					
Prepared by	K.SNEHA	Approved by		A.Suresh	
Sign.& Date	24-11-2020	Sign& Date		24-11-2020	

Summit Sales LLP

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

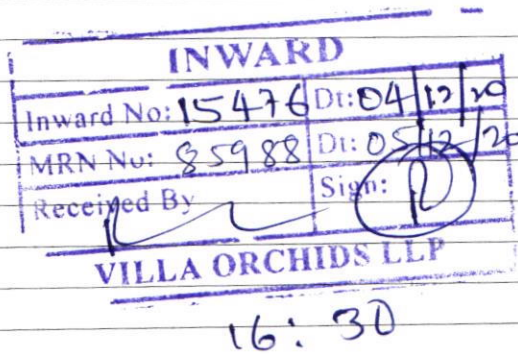
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 04-12-2020

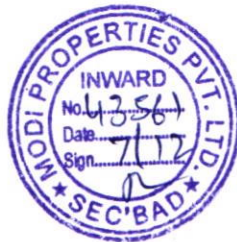
Customer Details		DC No.	12394
Villa Orchids LLP		DC Date.	04-12-2020
Behind Janapriya, Kowkur, Hyderabad		PO No.	72434
		PO Date.	25-11-2020
		Req ID	61786
		Req Date	24-11-2020
GSTIN : 36AANFG4817C1ZH		Loc Req No	63599
	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
3	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
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for Summit Sales LLP

Authorised signatory

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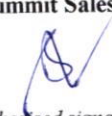
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IGST				1,360.00		175.80	
CGST							
SGST							
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87.90				1,535.80			
Total Invoice Amount							
Rupees : One Thousand Five Hundred Thirty Five and Paise Eighty Only.							

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