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	SS LLp	PO/WO amount	1535.8/-
Firm/Company	Villa orchids LLp	Project	LOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	14590	04/12/2020	1535.8/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12394	04/12/2020	85988	☑ 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:	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	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	09/12/2020	9/12					

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

#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

Customer Details	Invoice No.	14590
Villa Orchids LLP	Invoice Date.	04-12-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	72434
	PO Date.	25-11-2020
	Req ID	61786
GSTIN : 36AANFG4817C1ZH	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
4							
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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.

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD

7/925
7/12/20

Subject to Hyderabad Jurisdiction

Purchase Order

 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	**Doc No**	72434	63599
	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	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. .
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
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

26/11/2020

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	Date
1	A4 size White papers	Std	5	Bundles		
2	Paper clips	Small	5	Boxes		
3	Paper clips 72434	Big	5	Boxes		

APPROVED
26 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: for voc site office purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	24-11-2020	Sign& Date	24-11-2020

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		
Villa Orchids LLP	DC Date.	04-12-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	72434
	PO Date.	25-11-2020
	Req ID	61786
GSTIN : 36AANFG4817C1ZH	Req Date	24-11-2020
	Loc Req No	63599

DC No. 12394

	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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21			
22	INWARD		
23	Inward No: 15476 Dt: 04/12/20		
24	MRN No: 85988 Dt: 05/12/20		
25	Sign:		
26	Received By		
27	VILLA ORCHIDS LLP		
28	16:30		
29			
30			

MODI PROPERTIES PVT. LTD. INWARD No. 43561 Date 7/12 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT C...

#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.	14590
Villa Orchids LLP	Invoice Date.	04-12-2020
Behind Janapriya, Kowkur, Hyderabad	PO No.	72434
	PO Date.	25-11-2020
	Req ID	61786
GSTIN : 36AANFG4817C1ZH	Req Date	24-11-2020
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	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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15							

INWARD
Inward No: 15476 Dt: 04/12/2020
MRN No: 85988 Dt: 05/12/20
Received By: Sign:
VILLA ORCHIDS LLP

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.

for Summit Sales LLP

Authorised signatory

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