PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 04/01/21 | Prepared by: | NEHA .C |
| PO/WO no. | 73241 | PO / WO Date. | 23/12/20 |
| Supplier Name | SS LLP | PO/WO amount | 452/- |
| Firm/Company | Villa orchids LLP | Project | VOC LLP |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 15090 | 29/12/20 | 452/- |
| 2 | | | / |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 452/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 12859 | 29/12/20 | 86998 | ☑ 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: | 452/- |
| Amount E – PO / WO value: | 452/- |
| 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 | 08/01/20 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Keerthi | [signature] | APPROVED 05 | | | | |
| Date | 04/01/21 | 4/1/21 | 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

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | | |
|---|---|---|
| Villa Orchids LLP | Invoice No. | 15090 |
| Behind Janapriya, Kowkur, Hyderabad | Invoice Date. | 29-12-2020 |
| | PO No. | 73241 |
| | PO Date. | 23-12-2020 |
| | Req ID | 62549 |
| | Req Date | 23-12-2020 |
| GSTIN : 36AANFG4817C1ZH | Loc Req No | 63617 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 90 | 3.50 | 315.00 | 12 | 37.80 |
| | Blue-black-red | | | | | | |
| 2 | 7605 - Stationery - other - Whitner Pen - NA - nos | 9608 | 4 | 21.00 | 84.00 | 18 | 15.12 |
| 3 | | | | | | | |
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MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 72844 Date: 2/1/21 Sign:

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 399.00 | | 52.92 |
| | 26.46 | 26.46 | Total Invoice Amount | 451.92 | | |

Rupees : Four Hundred Fifty One and Paise Ninty Two Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

 24-12-2020 10:50:20 Original

# Purchase Order

73241
23.12.20 11:29:46

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 | **Doc No** | 73241 | 63617 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 23-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 23-12-2020 | |
| 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<br>*Blue-black-red* | 90.00 | 3.50 | 0.00 | 12.00 | 352.80 |
| 2 | 7605 - Stationery - other - Whitner Pen - NA - nos | 4.00 | 21.00 | 0.00 | 18.00 | 99.12 |
| | | | | | **Total Order Value . . .** | **451.92** |

Rupees : Four Hundred Fifty One and Paise Ninty Two Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'NCL' brand. |
| **Payment Terms** | 100% Advance |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | With in 4 days |
| **Delivery Location** | Villa Orchids<br>kowkur, Alwal<br>Phone. . |
| **Penality For Delay** | Nil |
| **Transportation** | Included |
| **Warranty** | Nil |
| **Advance Paid** | Rs.31,000/- by RTGS |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for revision of stock in SSLLP stores purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | SupplierK.Sreenivas |

For *Villa Orchids LLP*
Authorised Signatory

24/12/2020

Name :

Contact

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

Name :

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | VOC LLP | Date: | 23-12-2020 |
| Site & Phase: | VOC | Time: | 13:24 |
| Supplier: | SSLLP | Req. No. | 63617 |
| Material required before : | **26-12-2020** | ID No. | 62549 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Blue pens | Std | 02 | Packets | | |
| 2 | Black pens | Std | 02 | Packets | | |
| 3 | Red pens | Std | 02 | Packets | | |
| 4 | Whitener | Std | 04 | Nos | | |
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P.O. 73241

APPROVED
24 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: for VOC office purpose

| | | | |
|---|---|---|---|
| Prepared by | K.SNEHA | Approved by | A.Suresh |
| Sign.& Date | 21-12-2020 | Sign& Date | 21-12-2020 |

86998.

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. | 12859 |
|---|---|---|
| Villa Orchids LLP | DC Date. | 29-12-2020 |
| Behind Janapriya, Kowkur, Hyderabad | PO No. | 73241 |
| | PO Date. | 23-12-2020 |
| | Req ID | 62549 |
| GSTIN : 36AANFG4817C1ZH | Req Date | 23-12-2020 |
| | Loc Req No | 63617 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 90 |
| 2 | 7605 - Stationery - other - Whitner Pen - NA - nos | 9608 | 4 |
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Inward No: 4510 - 29/12/20
MRN No: 86998 Date: 30/12/20
Received by: Sign:
VILLA ORCHIDS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 44223
Date: 31/12
Sign:

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** | | |
|---|---|---|
| Villa Orchids LLP | Invoice No. | 15090 |
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| | PO Date. | 23-12-2020 |
| | Req ID | 62549 |
| | Req Date | 23-12-2020 |
| GSTIN : 36AANFG4817C1ZH | Loc Req No | 63617 |

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| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 399.00 | | 52.92 |
| | 26.46 | 26.46 | Total Invoice Amount | | 451.92 | |

Rupees : Four Hundred Fifty One and Paise Ninty Two Only.

INWARD
Inward 15510 - 29/12/2020
MRN No. 86998
Received by 30/12/20
VILLA ORCHIDS LLP

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction