Requisition is missing

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/12/20	Prepared by:	NEHA .C
PO/WO no.	72863	PO / WO Date.	10/12/20
Supplier Name	SSIIP	PO/WO amount	3,048/-
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	14888	18/12/20	750/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			750/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	12665	18/12/20	86447	☑ 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:				750/-
Amount E – PO / WO value:				3,048/-
Amount F – Difference (A – E): GST-18%				336/-

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	01/01/21
Remarks:	— Part Bill —

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	24/12/20	26/12					

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

ORIGINAL INVOICE

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	Invoice No.	14888
Vista Homes	Invoice Date.	18-12-2020
Kapra, Opp to MRR School, Ecil	PO No.	72863
	PO Date.	10-12-2020
SY.no.193	Req ID	62196
	Req Date	10-12-2020
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	99981

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4112 - Consumables - Sanitizer - 500 ml - Nos		2	200.00	400.00	12	48.00
2	4040 - Consumables - Mopping Cloth - NA - nos	6307	18	16.00	288.00	5	14.40
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MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 72514
Date 23/12
Sign. [illegible]

IGST	CGST	SGST				
			Total Taxable Amount	688.00		62.40
	31.20	31.20	Total Invoice Amount		750.40	

Rupees : Seven Hundred Fifty and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

10-12-2020 15:16:17 Origi

72863
05.12.20 12:12:19

...any : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

...plier Details			
...ummit Sales LLP	**Doc No**	72863	99981
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	10-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-12-2020	
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	4014 - Consumables - Colin - 500ml - nos	6.00	77.00	0.00	18.00	545.16
2	4022 - Consumables - Dettol - NA - nos *Hand wash*	4.00	65.00	0.00	18.00	306.80
3	4112 - Consumables - Sanitizer - 500 ml - Nos Bal. 2	4.00	200.00	0.00	12.00	896.00
4	4022 - Consumables - Dettol - NA - nos *liquid Antiseptic*	2.00	195.00	0.00	18.00	460.20
5	4008 - Consumables - Cleaning Cloth - other - nos	20.00	16.00	0.00	5.00	336.00
6	4040 - Consumables - Mopping Cloth - NA - nos Bal 18	30.00	16.00	0.00	5.00	504.00
			Total Order Value . . .			**3,048.16**

Rupees : Three Thousand Fourty Eight and Paise Sixteen Only.

Part Bill received of Rs. 1962/- B.no: 14777 15/12/20 and Bal. Bill of Rs. 1,086/- to be received. 21/12/20

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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

Part Bill Received @ Bill - 14888, Amt - 750, Dt - 18/12/20
Bill Recivable - 336/-
24/12/20

For *Vista Homes*
Authorised Signatory
11/12/2020
Name : ______
Contact ...

Accepted the above Terms And Conditions
For *Summit Sales LLP*
Name : ______
Date : __/__/____

TAX INVOICE

ORIGINAL INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

stomer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

mer Details	Invoice No.	14888
a Homes	Invoice Date.	18-12-2020
apra, Opp to MRR School, Ecil	PO No.	72863
	PO Date.	10-12-2020
SY.no.193	Req ID	62196
GSTIN : 36AAGFV2068P1ZJ	Req Date	10-12-2020
	Loc Req No	99981

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4112 - Consumables - Sanitizer - 500 ml - Nos		2	200.00	400.00	12	48.00
2	4040 - Consumables - Mopping Cloth - NA - nos	6307	18	16.00	288.00	5	14.40
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MODI PROPERTIES PVT. LTD. INWARD No. 72514 Date 23.12 Sign. SEC'BAD

IGST	CGST	SGST	Total Taxable Amount	688.00	62.40
	31.20	31.20	Total Invoice Amount	750.40	

Rupees : Seven Hundred Fifty and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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.	12665
Vista Homes	DC Date.	18-12-2020
Kapra, Opp to MRR School, Ecil	PO No.	72863
	PO Date.	10-12-2020
SY.no.193	Req ID	62196
	Req Date	10-12-2020
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	99981

	Description of Goods	HSN/SAC	Qty
1	4112 - Consumables - Sanitizer - 500 ml - Nos		2
2	4040 - Consumables - Mopping Cloth - NA - nos	6307	18
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INWARD
Inward No: 25474 Dt: 18/12/20
GRN No: 86447
Received By: Sign: Nikhil

Subject to Hyderabad Jurisdiction

MODI PROPERTIES
INWARD
No. 43929
Date 21/12
Sign R

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	14888
Vista Homes	Invoice Date.	18-12-2020
Kapra, Opp to MRR School, Ecil	PO No.	72863
	PO Date.	10-12-2020
SY.no.193	Req ID	62196
GSTIN : 36AAGFV2068P1ZJ	Req Date	10-12-2020
	Loc Req No	99981

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4112 - Consumables - Sanitizer - 500 ml - Nos		2	200.00	400.00	12	48.00
2	4040 - Consumables - Mopping Cloth - NA - nos	6307	18	16.00	288.00	5	14.40
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INWARD

Inward No: 25474 Dt: 18/12/20

GRN No: Dt:

Received By: Sign: nikhil

Vista Homes

IGST	CGST	SGST	Total Taxable Amount	688.00		62.40
	31.20	31.20	Total Invoice Amount	750.40		

Rupees : Seven Hundred Fifty and Paise Fourty Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Requisition Form

Company Name:	Vista Homes	Date:	10.12.2020
Site & Phase :	Vista Homes	Time:	13:24
Supplier	-	Req. No.	99981
Material required before date:	12.12.20	ID No.	62196

No	Description	Size	Quantity	Units	Inward No	Date
1	Dettol Hand wash		04	No's		
2	**Sanitizers**		04	No's		
3	**Colins**		06	No's		
4	**Mopping cloths**		30	No's		
5	Yellow cloths		20	No's		
6	Dettol Liquid		02	No's		
7						
8						
9						

P.O. 72863

Remarks: For Site use purpose

Prepared By	Sneha Priya	Approved by	T Madhu
Sign.& Date	10.12.20	Sign. & Date	

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

APPROVED
1 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT