PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/1/21	Prepared by:	D.SOWMYA
PO/WO no.	73422	PO / WO Date.	30/12/20.
Supplier Name	Ssllp.	PO/WO amount	5,317.
Firm/Company	voc llp	Project	vocllp
Sl. No.	Bill No.	Bill Date	Bill amount
1	15227	7/1/21.	5,317
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5,317.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	3416.	6/1/21	87272	☑ 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:				5,317
Amount E – PO / WO value:				5,317
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	**23.1.2021**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		[signature]				
Date	15/1/21		APPROVED 16 JAN 2021 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

ORIGINAL INVOICE

#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	Invoice No.	15227
Behind Janapriya, Kowkur, Hyderabad	Invoice Date.	07-01-2021
	PO No.	73422
	PO Date.	30-12-2020
	Req ID	62693
	Req Date	29-12-2020
GSTIN : 36AANFG4817C1ZH	Loc Req No	63623

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4065 - Consumables - Vim bar - NA - nos	3405	6	42.00	252.00	18	45.36
2	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
3	4022 - Consumables - Dettol - NA - nos	3401	6	82.00	492.00	18	88.56
	Hand wash						
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	88.00	528.00	18	95.04
5	4001 - Consumables - Air Freshner - NA - nos	3307	6	55.00	330.00	18	59.40
	odonil						
6	4008 - Consumables - Cleaning Cloth - other - nos	6307	12	16.00	192.00	5	9.60
7	4057 - Consumables - Sponges - NA - nos	3921	12	8.30	99.60	18	17.92
8	4003 - Consumables - Bombay Broom - Big - nos	9603	12	56.00	672.00	0	0.00
9	4014 - Consumables - Colin - 500ml - nos	3402	6	77.00	462.00	18	83.16
10	4009 - Consumables - Coconut Broom - other - nos	9603	12	16.00	192.00	0	0.00
11	4112 - Consumables - Sanitizer - 500 ml - Nos		2	200.00	400.00	12	48.00
12	7530 - Stationery - other - Folder cover - NA - nos		100	5.50	550.00	18	99.00
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	4,679.60	637.84
	318.92	318.92	Total Invoice Amount	5,317.45	

Rupees : Five Thousand Three Hundred Seventeen and Paise Fourty Five Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 13139
Date 8/1
Sign

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

60/4 1522

M/s Villa orchids. llp.	DC No. : 3416
	Date : 6/1/21.
Site: Villa orchids.	Vehicle No. : TS10UB3122
	P.O. / W.O. No. : 13402
	P.O. / W.O. Date : 30/12/20.

Sl. No.	PARTICULARS	Quantity
1	Consumables. Vim bar	6
2	lisol	6
3	Dettol	6
4	Harpic	6.
5	Air freshner.	6.
6	Cleaning cloth	12
7	sponges	12
8	Bombay Brooms - Big	12
9	Colin.	6.
10	Coconut Brooms.	12
11	Sanitizer	2
12	folder Cover	100.
13		
14		
15		
16		
17		
18		
19		
20		

GSTIN : 36AANFG4817C1ZH

Received the above materials in good condition.

Received by :

Stamp: M. Shet

Date :

For **SUMMIT SALES LLP**

Sowmya.

Authorised Signatory

Purchase Order

 30-12-2020 14:49:45 Ori

73422
31.12.20 3:26:34

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**	73422	63623
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	30-12-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-12-2020	
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	4065 - Consumables - Vim bar - NA - nos	6.00	42.00	0.00	18.00	297.36
2	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
3	4022 - Consumables - Dettol - NA - nos *Hand wash*	6.00	82.00	0.00	18.00	580.56
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	88.00	0.00	18.00	623.04
5	4001 - Consumables - Air Freshner - NA - nos *odonil*	6.00	55.00	0.00	18.00	389.40
6	4008 - Consumables - Cleaning Cloth - other - nos	12.00	16.00	0.00	5.00	201.60
7	4057 - Consumables - Sponges - NA - nos	12.00	8.30	0.00	18.00	117.53
8	4003 - Consumables - Bombay Broom - Big - nos	12.00	56.00	0.00	0.00	672.00
9	4014 - Consumables - Colin - 500ml - nos	6.00	77.00	0.00	18.00	545.16
10	4009 - Consumables - Coconut Broom - other - nos	12.00	16.00	0.00	0.00	192.00
11	4112 - Consumables - Sanitizer - 500 ml - Nos	2.00	200.00	0.00	12.00	448.00
12	7530 - Stationery - other - Folder cover - NA - nos	100.00	5.50	0.00	18.00	649.00
				Total Order Value . . .		**5,317.45**

Rupees : Five Thousand Three Hundred Seventeen and Paise Fourty Five Only.

Terms and Conditions :-

Specification / Brand	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.

For *Villa Orchids LLP*
Authorised Signatory

30/12/2020

Name : ______

Contact

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

Name : ______

Date : __/__/____

Purchase Order

 30-12-2020 14:49:45 Original / Office Copy / Purchase Div.Copy

Penality For Delay	Nil
Transportation Cost	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	

For ***Villa Orchids LLP***

Authorised Signatory

Name : 30/12/2020

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	29-12-2020
Site & Phase:	VOC	Time:	15:24
Supplier:	SSLLP	Req. No.	63623
Material required before :	**31-12-2020**	ID No.	62693

P.O. 73422

No	Description	Size	Quantity	Units	Inward No	Date
1	Lizol	250 ml	06	Nos		
2	Colin	500 ml	06	Nos		
3	Harpic	500 ml	06	Nos		
4	Hand wash(dettol)	250 ml	06	Nos		
5	Vim bar	Big	06	Nos		
6	Bombay brooms	Big	1	Dozen		
7	Coconut brooms	Big	1	Dozen		
[illegible]	Odnil	Std	06	Nos		
9	Cleaning cloth	Std	02	Dozen		
10	Sponges	Std	02	Dozen		
11	Sanitizer	500 ml	02	Nos		
12	Transparent covers	A3	01	Packet		

Remarks: for VOC office&After stage III villa cleaning purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	29-12-2020	Sign& Date	29-12-2020

APPROVED
30 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Villa orchids. llp.

Site: Villa orchids.

DC No.	3416
Date	6/1/21.
Vehicle No.	TS10UB3125
P.O. / W.O. No.	73402
P.O. / W.O. Date	30/12/20

Sl. No.	PARTICULARS	Quantity
1	Consumables. Vim bar	6
2	Lisol	6
3	Dettol	6
4	Harpic	6.
5	Air freshner.	6.
6	Cleaning cloth	12
7	Sponges	12
8	Bombay Brooms - Big	12
9	Colin.	6.
10	Coconut Brooms.	12
11	Sanitizer	2
12	Folder Cover	100.
13		
14		
15		
16		
17		
18		
19		
20		

Inward No. 1551406/01/21
MRN No. 87272 07/01/21
Received By
VILLA ORCHIDS LLP
14:35

GSTIN : 36AANFG4817C1ZH

Received the above materials in good condition.

Received by :

Stamp: M. Shet

Date :

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 44393 Date 8/1 Sign.

For SUMMIT SALES LLP

Authorised Signatory