PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/3/21	Prepared by:	PRABHAKAR
PO/WO no.	75404	PO / WO Date.	8/3/21
Supplier Name	Summit Sales LLP	PO/WO amount	2485.19
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	16414	13/3/21	2485-19
2			
3			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			2485.19

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14052	13/3/21	89945	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges/Charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2485-19
Amount E – PO / WO value:	2485.00
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 – with~~in 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	21/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		18/3					

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

OFFICE COPY

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.	16414
Vista Homes	Invoice Date.	13-03-2021
Kapra, Opp to MRR School, Ecil	PO No.	75404
	PO Date.	08-03-2021
SY.no.193	Req ID	64467
GSTIN : 36AAGFV2068P1ZJ	Req Date	08-03-2021
	Loc Req No	180701

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	24	5.50	132.00	12	15.84
	Cello Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	Cello Black						
3	7560 - Stationery - other - Pen - NA - nos	9608	24	3.50	84.00	12	10.08
	Blue						
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	19.00	95.00	18	17.10
	Big						
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	6	6.30	37.80	18	6.80
	Small						
~~6~~	~~7512 - Stationery - other - CD Marker - NA - nos~~	~~9608~~	~~6~~	~~18.90~~	~~113.40~~	~~12~~	~~13.60~~
7	7533 - Stationery - other - Highlighter - NA - nos	9608	4	20.00	80.00	12	9.60
8	7593 - Stationery - other - Stapler - other - nos	9608	2	195.00	390.00	18	70.20
	Big						
9	7592 - Stationery - other - stamp pad - NA - nos	9612	2	44.00	88.00	18	15.84
10	7555 - Stationery - other - Paper - A4 - bundles	4810	5	220.00	1,100.00	12	132.00
11							
12							
13							
14							
15							

IGST	CGST	SGST			
	149.49	149.49	Total Taxable Amount	2,186.20	298.98
			Total Invoice Amount	2,485.19	

Rupees : Two Thousand Four Hundred Eighty Five and Paise Ninteen Only.

MODI PROPERTIES INWARD No: 75422 Date: 15/3 Sign: S *SEC'BAD*

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

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

Supplier Details			
Summit Sales LLP	**Doc No**	75404	180701
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	08-03-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	08-03-2021	
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 *Cello Blue*	24.00	5.50	0.00	12.00	147.84
2	7560 - Stationery - other - Pen - NA - nos *Cello Black*	12.00	5.50	0.00	12.00	73.92
3	7560 - Stationery - other - Pen - NA - nos *Blue*	24.00	3.50	0.00	12.00	94.08
4	7594 - Stationery - other - Stapler pin - other - boxes *Big*	5.00	19.00	0.00	18.00	112.10
5	7594 - Stationery - other - Stapler pin - other - boxes *Small*	6.00	6.30	0.00	18.00	44.60
6	7512 - Stationery - other - CD Marker - NA - nos	6.00	18.90	0.00	12.00	127.01
7	7533 - Stationery - other - Highlighter - NA - nos	4.00	20.00	0.00	12.00	89.60
8	7593 - Stationery - other - Stapler - other - nos *Big*	2.00	195.00	0.00	18.00	460.20
9	7592 - Stationery - other - stamp pad - NA - nos	2.00	44.00	0.00	18.00	103.84
10	7555 - Stationery - other - Paper - A4 - bundles	5.00	220.00	0.00	12.00	1,232.00
					Total Order Value . . .	**2,485.19**

Rupees : Two Thousand Four Hundred Eighty Five and Paise Nineteen 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.

For ***Vista Homes***
Authorised Signatory

Name : ____________

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

Name : ____________

Date : __/__/____

Purchase Order

 08-03-2021 15:14:04 Original / Office Copy / Purchase Div.Copy

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 ***Vista Homes***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	08.03.2021
Site & Phase :	Vista Homes	Time:	11.05
Supplier:		Req. No.	180701
Material required before date:	08.03.2021	ID No.	64467

No	Description	Size	Quantity	Units	Inward No	Date
1	**Cello Blue pens**		24	No's		
2	**Cello Black Pens**		12	No's		
3	Ordinary Blue Pens		24	No's		
4	Paper Bundles		05	Bundles		
5	Stapler Pins	Big	05	No's		
6	Stapler pin	Small	06	Box		
7	CD Markers		06	No's		
8	Highlighters		04	No's		
9	Stapler	Big	02	No's		
10	Ink Pad		02	No's		

75404

Remarks: For Site office purpose.

Prepared By	T.Madhu	Approved by	Madhu
Sign.& Date	08.03.21	Sign. & Date	

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

APPROVED
08 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Requisition Form

Company Name:	Vista Homes	Date:	08.03.2021
Site & Phase :	Vista Homes	Time:	11.05
Supplier		Req. No.	180702
Material required before date:		ID No.	64468

No	Description	Size	Quantity	Units	Inward No	Date
1	Lizol		10	No's		
2	Phynile		06	No's		
3	Mopping Sticks		10	No's		
4	Vim bars		03	No's		
5	Air Freshners		08	No's		
6	Room Fresheners'		06	No's		
7	Sponges		100	No's		
8	Harpic		06	No's		
9	Bombay Brooms	Big	12	No's		

75405

Remarks: For site office use purpose.

Surl

Prepared By	T.Madhu	Approved by	Madhu
Sign.& Date	08.03.21	Sign. & Date	

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

APPROVED
08 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.	14052
Vista Homes	DC Date.	13-03-2021
Kapra, Opp to MRR School, Ecil	PO No.	75404
	PO Date.	08-03-2021
SY.no.193	Req ID	64467
GSTIN : 36AAGFV2068P1ZJ	Req Date	08-03-2021
	Loc Req No	180701

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	24
2	7560 - Stationery - other - Pen - NA - nos	9608	12
3	7560 - Stationery - other - Pen - NA - nos	9608	24
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	6
6	~~7512 - Stationery - other - CD Marker - NA - nos~~	9608	6
7	7533 - Stationery - other - Highlighter - NA - nos	9608	4
8	7593 - Stationery - other - Stapler - other - nos	9608	2
9	7592 - Stationery - other - stamp pad - NA - nos	9612	2
10	7555 - Stationery - other - Paper - A4 - bundles	4810	5
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MODI PROPERTIES PVT. LTD. * SECBAD *
INWARD
No. 46464
Date 15/3
Sign.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD

Inward No: 25784	Dt: 13/3/21
MRN No: 89945	Dt:
Received By:	Sign:

Vista Homes

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.	16414
Vista Homes	Invoice Date.	13-03-2021
Kapra, Opp to MRR School, Ecil	PO No.	75404
	PO Date.	08-03-2021
SY.no.193	Req ID	64467
	Req Date	08-03-2021
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	180701

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4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	19.00	95.00	18	17.10
	Big						
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	6	6.30	37.80	18	6.80
	Small						
~~6~~	~~7512 - Stationery - other - CD Marker - NA - nos~~	~~9608~~	~~6~~	~~18.90~~	~~113.40~~	~~12~~	~~13.60~~
7	7533 - Stationery - other - Highlighter - NA - nos	9608	4	20.00	80.00	12	9.60
8	7593 - Stationery - other - Stapler - other - nos	9608	2	195.00	390.00	18	70.20
	Big						
9	7592 - Stationery - other - stamp pad - NA - nos	9612	2	44.00	88.00	18	15.84
10	7555 - Stationery - other - Paper - A4 - bundles	4810	5	220.00	1,100.00	12	132.00
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,186.20	298.98
	149.49	149.49	Total Invoice Amount	2,485.19	

Rupees : Two Thousand Four Hundred Eighty Five and Paise Nineteen Only.

Subject to Hyderabad Jurisdiction

INWARD
Inward No: 25784 Dt: 13/3/21
MRN No: 89945 Dt:
Received By: Sign:
Vista Homes

for Summit Sales LLP

Authorised signatory