PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	25/3/21	Prepared by:	NEHA
PO/WO no.	75641	PO / WO Date.	17/3/21
Supplier Name	SSLkp	PO/WO amount	2671.86/-
Firm/Company	VOC Lkp	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	16524	19/3/21	2077/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2077/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14150	19/3/21	90341	☑ 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:	2077/-
Amount E – PO / WO value:	2671/-
Amount F – Difference (A – E): GST-18%	594/-

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	31/3/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]	[signature] 25 MAR 2021				
Date	25/3/21	25/3					

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

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

Behind Janapriya, Kowkur, Hyderabad

GSTIN : 36AANFG4817C1ZH

Invoice No.	16524
Invoice Date.	19-03-2021
PO No.	75641
PO Date.	17-03-2021
Req ID	64713
Req Date	16-03-2021
Loc Req No	63664

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4014 - Consumables - Colin - 500ml - nos	3402	6	84.00	504.00	18	90.72
2	4000 - Consumables - Acid - NA - ltrs	2806	15	21.00	315.00	18	56.70
3	4022 - Consumables - Dettol - NA - nos Handwash	3401	6	84.00	504.00	18	90.72
4	4080 - Consumables - Bombay Brooms - Other - Nos Small	9603	12	10.00	120.00	0	0.00
5	4003 - Consumables - Bombay Broom - Big - nos	9603	6	66.00	396.00	0	0.00
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
	119.07	119.07	Total Taxable Amount	1,839.00		238.14
			Total Invoice Amount	2,077.14		

Rupees : Two Thousand Seventy Seven and Paise Fourteen Only.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No: 15768
Date: 20/3
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

75641
15.03.21 12:26:21

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**	75641	63664
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	17-03-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-03-2021	
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	4014 - Consumables - Colin - 500ml - nos	6.00	84.00	0.00	18.00	594.72
2	4000 - Consumables - Acid - NA - ltrs	15.00	21.00	0.00	18.00	371.70
3	4022 - Consumables - Dettol - NA - nos *Handwash*	6.00	84.00	0.00	18.00	594.72
4	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	84.00	0.00	18.00	594.72
5	4080 - Consumables - Bombay Brooms - Other - Nos *Small*	12.00	10.00	0.00	0.00	120.00
6	4003 - Consumables - Bombay Broom - Big - nos	6.00	66.00	0.00	0.00	396.00
				Total Order Value . . .		**2,671.86**

Rupees : Two Thousand Six Hundred Seventy One and Paise Eighty Six 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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

part Bill Recived @
16524 - 19/3/21 - 2077/-
Bal Amt - 594/-
Rcd 25/3/21

For *Villa Orchids LLP*
Authorised Signatory

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

Name : ____________ Name : ____________ Date : __/__/____

Contact : ..

Requisition Form

Company Name:	VOC LLP	Date:	16-03-2021
Site & Phase:	VOC	Time:	15:00
Supplier:	SSLLP	Req. No.	63664
Material required before :	**18-02-2021**	ID No.	64713

No	Description	Size	Quantity	Units	Inward No	Date
1	Colin	250 ml	06	Nos		
2	Acid	1 liter	15	Nos		
3	Dettol hand wash	250 ml	06	Nos		
4	Lizol floor cleaner	250 ml	06	Nos		
6	Bombay brooms	Small	01	Dozen		
5	Bombay brooms	Big	06	nos		
	75641					

APPROVED
18 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Remarks: for after taken possession villa's cleaning&office cleaning purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	16-02-2021	Sign& Date	16-02-2021

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 No.	14150
Behind Janapriya, Kowkur, Hyderabad	DC Date.	19-03-2021
	PO No.	75641
	PO Date.	17-03-2021
	Req ID	64713
GSTIN : 36AANFG4817C1ZH	Req Date	16-03-2021
	Loc Req No	63664

	Description of Goods	HSN/SAC	Qty
1	4014 - Consumables - Colin - 500ml - nos	3402	6
2	4000 - Consumables - Acid - NA - ltrs	2806	15
3	4022 - Consumables - Dettol - NA - nos	3401	6
4	4080 - Consumables - Bombay Brooms - Other - Nos	9603	12
5	4003 - Consumables - Bombay Broom - Big - nos	9603	6
6			
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18	INWARD 19/03/21		
19	Inward No 15594 Dt. 20/03/21		
20	MRN No 90341		
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30			

MODI PROPERTIES PVT. LTD. INWARD No. 4670 Date 22/3 Sign. SEC'BAD

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory