PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14-6-21	Prepared by:	A
PO/WO no.	76863	PO / WO Date.	03-05-21
~~Supplier Name~~	SSILP	PO/WO amount	2,864.82/-
Firm/Company	VOC	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	17216	04-05-21	2,864.82/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,864.82/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☐ 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:	2,864.82/-
Amount E – PO / WO value:	2,864.82/-
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	21-06-21
Remarks:	Barcode missing in P.O.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	14.6.21	14/6/21					

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.	17216
Invoice Date.	04-05-2021
PO No.	76863
PO Date.	03-05-2021
Req ID	65829
Req Date	30-04-2021
Loc Req No	63689

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6549 - Paints - White Cement - 25kgs - bags	2523	2	509.25	1,018.50	28	285.18
2	6602 - Paints - Wall Care Putti - NA - kgs 30Kg	3214	2	661.50	1,323.00	18	238.14
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,341.50	523.32
	261.66	261.66	Total Invoice Amount	2,864.82	

Rupees : Two Thousand Eight Hundred Sixty Four and Paise Eighty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 14-06-2021 11:55:43

Original / Office Copy / Purchase Div.Copy

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	76863	63689
	Doc Date	03-05-2021	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	03-05-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6549 - Paints - White Cement - 25kgs - bags	2.00	509.25	0.00	28.00	1,303.68
2	6602 - Paints - Wall Care Putti - NA - kgs *30Kg*	2.00	661.50	0.00	18.00	1,561.14
					Total Order Value . . .	**2,864.82**

Rupees : Two Thousand Eight Hundred Sixty Four and Paise Eighty Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Prince'/ 'Sudhkhar' brand.
~~**Payment Terms**~~	~~After Delivery & Production of bill~~
Tax	GST included in above price.
Delivery Date	Next Day.
Delivery Location	Villa Orchids kowkur, Alwal Phone. .
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
~~**Advance Paid**~~	~~Nil~~
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for Windoe gaps fillings & Plumbing points Joints purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
~~**Remarks**~~	

For *Villa Orchids LLP*

Authorised Signatory

Name : ____________________

Contact

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	30-04-2021
Site & Phase:	VOC	Time:	12:41
Supplier:	SSLLP	Req. No.	63689
Material required before :	**03-05-2021**	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	White cement	25kg	02	Nos		
2	Birla wall care putty	25kg	02	Nos		

~~Remarks: for window gaps filling&plumbing points joints purpose~~

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	30-04-2021	Sign& Date	30-04-2021

APPROVED
P. PRABHAKAR
Sr. MANAGER PURCHASE