PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/8/21	Prepared by:	PRABHAKAR.P
PO/WO no.	79138	PO / WO Date.	09/7/21
Supplier Name	Summit Sales LLP	PO/WO amount	826.40
Firm/Company	Vista Homes	Project	Vista Homes.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	18593	30/7/21	826.40
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			826.40.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	15879	30/7/21	94589	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	826.40
Amount E – PO / WO value:	826.40
Amount F – Difference (A – E):	—

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	23/8/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	**Accounts** – receiver of **bill**	Accountant	Accounts Manager
Sign:		[signature]					
Date		16/8/21					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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 ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Vista Homes	Invoice No.	18593
Kapra, Opp to MRR School, Ecil	Invoice Date.	30-07-2021
	PO No.	79138
	PO Date.	29-07-2021
SY.no.193	Req ID	67951
	Req Date	29-07-2021
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	180836

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	24	3.50	84.00	12	10.08
	Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	Cello Red						
3	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	Cello Blue						
4	7560 - Stationery - other - Pen - NA - nos	9608	12	5.50	66.00	12	7.92
	Cello Black						
5	7594 - Stationery - other - Stapler pin - other - boxes	7415	6	6.00	36.00	18	6.48
	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	7514 - Stationery - other - Cello Tape - other - nos		3	57.75	173.25	18	31.18
	Big						
9	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	726.65	99.74
	49.87	49.87	Total Invoice Amount	826.40	

Rupees : Eight Hundred Twenty Six and Paise Fourty Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 52914 Date: 2/12 Sign:

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.	15879
Vista Homes	DC Date.	30-07-2021
Kapra, Opp to MRR School, Ecil	PO No.	79138
	PO Date.	29-07-2021
SY.no.193	Req ID	67951
GSTIN : 36AAGFV2068P1ZJ	Req Date	29-07-2021
	Loc Req No	180836

	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	12
4	7560 - Stationery - other - Pen - NA - nos	9608	12
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	7514 - Stationery - other - Cello Tape - other - nos		3
9	7563 - Stationery - other - Pencil - NA - boxes	4421	1
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 29-07-2021 13:58:46

79138
26.07.21 11:55:23

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**	79138	180836
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-07-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-07-2021	
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 *Blue*	24.00	3.50	0.00	12.00	94.08
2	7560 - Stationery - other - Pen - NA - nos *Cello Red*	12.00	5.50	0.00	12.00	73.92
3	7560 - Stationery - other - Pen - NA - nos *Cello Blue*	12.00	5.50	0.00	12.00	73.92
4	7560 - Stationery - other - Pen - NA - nos *Cello Black*	12.00	5.50	0.00	12.00	73.92
5	7594 - Stationery - other - Stapler pin - other - boxes *Small*	6.00	6.00	0.00	18.00	42.48
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	7514 - Stationery - other - Cello Tape - other - nos *Big*	3.00	57.75	0.00	18.00	204.44
9	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
					Total Order Value . . .	**826.40**

Rupees : Eight Hundred Twenty Six and Paise Fourty 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: Mr. Khader - 7893844733
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 & Sales office use

For ***Vista Homes***

Authorised Signatory

Name : 30/07/2021

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

 29-07-2021 13:58:46 Original / Office Copy / Purchase Div.Copy

	purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Vista Homes***

Authorised Signatory

Name : 30/07/2021

Contact ...

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

1532

Requisition Form

Company Name:	Vista Homes	Date:	29.07.21
Site & Phase :	Vista Homes	Time:	12:45
Supplier:		Req. No.	180836
Material required before date:	30.07..21	ID No.	67951

No	Description	Size	Quantity	Units	Inward No	Date
1	Ordinary Blue Pens		24	No's		
2	**Cello Red Pens**		12	No's		
3	**Cello Black Pens**		12	No's		
4	Cello Blue pens		12	No's		
5	Stapler pin	Small	06	Box		
6	CD Markers		06	No's		
7	Highlighters		04	No's		
8	Cello Tape	Big	03	No's		
9	Pencils		01	Box		
10						

79138

Remarks: For Site & sales Office purpose.

APPROVED
30 JUL 2021
MANAGER PROCUREMENT

Prepared By	Md.Khadar	Approved by	
Sign.& Date	29.07.21	Sign. & Date	

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

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

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SY.no.193	Req ID	67951
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	Loc Req No	180836

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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	7514 - Stationery - other - Cello Tape - other - nos		3
9	7563 - Stationery - other - Pencil - NA - boxes	4421	1
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INWARD
Inward No: 25804 Dt: 30/7/21
MRN No: 94589 Dt: 31/7/21
Received By: Sign:
Vista Homes

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 7319 4
Date: 4/8
Sign:

Authorised signatory