PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/01/2022	Prepared by	Ramya	Serial no.	...1449
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Vista Homes	Project	Vista Homes	HO received date	
PO/WO date	12.01.2022	PO/WO No.	84470	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21498	13.01.2022	1,667.07	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,667.07

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	102243	Proof of delivery matches MRN	☑ 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:	1,667.07
Amount E – PO / WO value:	1,667.07
Amount F – Difference (A – E):	—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	24.01.2022
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	19.01.2022				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

ORIGINAL 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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	21498
Vista Homes	Invoice Date.	13-01-2022
Kapra, Opp to MRR School, Ecil	PO No.	84470
	PO Date.	12-01-2022
SY.no.193	Req ID	72861
GSTIN : 36AAGFV2068P1ZJ PAN AAGFV2068P	Req Date	11-01-2022
	Loc Req No	180916

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
2	7560 - Stationery - other - Pen - NA - nos Blue-20 Red-6	9608	26	3.50	91.00	18	16.38
3	7544 - Stationery - other - Marker - NA - nos	9608	5	16.00	80.00	18	14.40
4	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
5	7514 - Stationery - other - Cello Tape - other - nos		2	57.75	115.50	18	20.80
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,471.50	195.58
	97.79	97.79	Total Invoice Amount	1,667.07	

Rupees : One Thousand Six Hundred Sixty Seven and Paise Seven Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 89659
Date: 13/01
Sign: L.
R.R. DIST.

Authorised signatory

Purchase Order

 12-01-2022 14:11:21

84470
08.01.22 11:42:54

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**	84470	180916
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	12-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	12-01-2022	
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	7555 - Stationery - other - Paper - A4 - bundles	5.00	231.00	0.00	12.00	1,293.60
2	7560 - Stationery - other - Pen - NA - nos *Blue-20 Red-6*	26.00	3.50	0.00	18.00	107.38
3	7544 - Stationery - other - Marker - NA - nos	5.00	16.00	0.00	18.00	94.40
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
5	7514 - Stationery - other - Cello Tape - other - nos	2.00	57.75	0.00	18.00	136.29
					Total Order Value . . .	**1,667.07**

Rupees : One Thousand Six Hundred Sixty Seven and Paise Seven 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 office purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

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:	11.01.2022
Site & Phase :	Vista Homes	Time:	14:30
Supplier:		Req. No.	180916
Material required before date: 13.01.22		ID No.	72861

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper bundles	A4	05	No's		
2	Blue Pens	Std	20	No's		
3	Red Pens 84470	Std	06	No's		
4	Markers	Std	05	No's		
5	Stapler pins	Small	05	No's		
6						
7						
8						
9						
10						

Remarks: For site office use purpose

Prepared By	V.Sanketh	Approved by	
Sign.& Date	11.01.22	Sign. & Date	APPROVED 14 JAN 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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

Requisition Form

Company Name:	Vista Homes	Date:	
Site & Phase :	Vista Homes	Time:	
Supplier	-	Req. No.	
Material required before date: 08.09.2021		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: For Sale's and Site office purpose

Prepared By	T.Madhu	Approved by	T. Madhu
Sign.& Date	07.09.2021	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

Customer Details		
Vista Homes	DC No.	18414
Kapra, Opp to MRR School, Ecil	DC Date.	13-01-2022
	PO No.	84470
SY.no.193	PO Date.	12-01-2022
	Req ID	72861
GSTIN : 36AAGFV2068P1ZJ	Req Date	11-01-2022
	Loc Req No	180916

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7560 - Stationery - other - Pen - NA - nos	9608	26
3	7544 - Stationery - other - Marker - NA - nos	9608	5
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
5	7514 - Stationery - other - Cello Tape - other - nos		2
6			
7			
8			
9			
10	INWARD		
11	Inward No: 26123 Dt: 13/01/22		
12	MRN No: 102243 Dt: 14/01/22		
13	Received By: Sign:		
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for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 7695
Date: 14/01
Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction