PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19.01.2022	Prepared by	Ramya	Serial no.	1448
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Vista Homes	Project	Vista Homes	HO received date	
PO/WO date	06.01.2022	PO/WO No.	84285	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21499	13.01.2022	1,709.98	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,709.98
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 102239	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:	1,709.98
Amount E – PO / WO value:	2,099.38
Amount F – Difference (A – E):	389.4
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:	– Part 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

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Vista Homes	Invoice No.	21499
Kapra, Opp to MRR School, Ecil	Invoice Date.	13-01-2022
	PO No.	84285
	PO Date.	06-01-2022
SY.no.193	Req ID	72667
GSTIN : 36AAGFV2068P1ZJ PAN AAGFV2068P	Req Date	04-01-2022
	Loc Req No	180908

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	3	86.00	258.00	18	46.44
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	3	76.00	228.00	18	41.04
3	4022 - Consumables - Dettol - NA - nos	3401	3	86.00	258.00	18	46.44
4	4000 - Consumables - Acid - NA - ltrs	2806	3	21.00	63.00	18	11.34
5	4014 - Consumables - Colin - 500ml - nos	3402	3	88.00	264.00	18	47.52
6	4065 - Consumables - Vim bar - NA - nos	3405	2	45.00	90.00	18	16.20
7	4003 - Consumables - Bombay Broom - Big - nos	9603	5	68.00	340.00	0	0.00
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
IGST	CGST	SGST	Total Taxable Amount	1,501.00	208.98
	104.49	104.49	Total Invoice Amount	1,709.98	

Rupees : One Thousand Seven Hundred Nine and Paise Ninty Eight Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89660 Date: 13/01 Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 06-01-2022 12:55:09

84285

5:44:07

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**	84285	180908
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	06-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	06-01-2022	
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	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3.00	86.00	0.00	18.00	304.44
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3.00	76.00	0.00	18.00	269.04
3	4022 - Consumables - Dettol - NA - nos	3.00	86.00	0.00	18.00	304.44
4	4000 - Consumables - Acid - NA - ltrs	3.00	21.00	0.00	18.00	74.34
5	4014 - Consumables - Colin - 500ml - nos	3.00	88.00	0.00	18.00	311.52
6	4065 - Consumables - Vim bar - NA - nos	2.00	45.00	0.00	18.00	106.20
7	4066 - Consumables - Water bottle - NA - nos 1ltrs	6.00	55.00	0.00	18.00	389.40
8	4003 - Consumables - Bombay Broom - Big - nos	5.00	68.00	0.00	0.00	340.00
					Total Order Value . . .	**2,099.38**

Rupees : Two Thousand Ninty Nine and Paise Thirty Eight Only.

Terms and Conditions :-

Part Bill
B. No: 1,709.98
Amount: 2,099.38
Bal amt: 389.4

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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	Nil

For ***Vista Homes***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ________________ Name : ________________ Date : __/__/____

Purchase Order

 06-01-2022 12:55:09 Original / Office Copy / Purchase Div.Copy

Measurment Nil

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:	04.01.2022
Site & Phase :	Vista Homes	Time:	16:30
Supplier:		Req. No.	180908
Material required before date:	08.01.22	ID No.	72667

No	Description	Size	Quantity	Units	Inward No	Date
1	Lizol		03	No's		
2	Harpic		03	No's		
3	Dettol hand wash		03	No's		
4	Acid		03	No's		
5	colin 84285		03	No's		
6	Vim bar		03	No's		
7	Water bottles	1ltr	06	No's		
8	Bombay brooms	big	05	No's		
9						
10						
11						

Remarks: For sales and site office use purpose.

APPROVED
06 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Sanketh	Approved by	
Sign.& Date	04.01.22	Sign. & Date	

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:	•	ID No.	

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

Remarks: For site use purpose

Prepared By	T.Madhu	Approved by	
Sign.& Date	22.06.21	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

Customer Details	DC No.	18415
Vista Homes	DC Date.	13-01-2022
Kapra, Opp to MRR School, Ecil	PO No.	84285
	PO Date.	06-01-2022
SY.no.193	Req ID	72667
	Req Date	04-01-2022
GSTIN : 36AAGFV2068P1ZJ	Loc Req No	180908

	Description of Goods	HSN/SAC	Qty
1	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	3
2	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	3
3	4022 - Consumables - Dettol - NA - nos	3401	3
4	4000 - Consumables - Acid - NA - ltrs	2806	3
5	4014 - Consumables - Colin - 500ml - nos	3402	3
6	4065 - Consumables - Vim bar - NA - nos	3405	2
7	4003 - Consumables - Bombay Broom - Big - nos	9603	5
8			
9			
10			
11			
12			
13	INWARD		
14	No: 26120 Dt: 13/01/22		
15	GRN No: 102239 Dt: 14/01/22		
16	Received By Sign: L		
17			
18	Vista Homes		
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Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 76952 Date: 14/01 Sign: L

for Summit Sales LLP

Authorised signatory