E

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	21/3/22	Prepared by	Monika	Serial no.	2292
Supplier name	SSLLP			HO inward no.	
Firm/Company	SOVLLP	Project	SOV	HO received date	
PO/WO date	16/3/22	PO/WO No.	86476	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22668	19/3/22	3289.28/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3289.28/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 105040	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:	3289/-
Amount E – PO / WO value:	3289/-
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	28/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika				
Date	21/3/22				
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		
Silver Oak Villas LLP	Invoice No.	22668
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	19-03-2022
	PO No.	86476
	PO Date.	16-03-2022
	Req ID	74720
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	16-03-2022
	Loc Req No	184025

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4022 - Consumables - Dettol - NA - nos handwash	3401	6	86.00	516.00	18	92.88
2	4001 - Consumables - Air Freshner - NA - nos odonil	3307	5	48.00	240.00	18	43.20
3	4014 - Consumables - Colin - 500ml - nos	3402	5	88.00	440.00	18	79.20
4	4059 - Consumables - Surf Detergent Powder - NA -	3402	6	25.20	151.20	5	7.56
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	55.00	330.00	18	59.40
6	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	76.00	456.00	18	82.08
7	4001 - Consumables - Air Freshner - NA - nos room freshner odonil	3307	4	48.00	192.00	18	34.56
8	4065 - Consumables - Vim bar - NA - nos	3405	4	45.00	180.00	18	32.40
9	4008 - Consumables - Cleaning Cloth - other - nos yellow & white	6307	20	16.80	336.00	5	16.80
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,841.20	448.08
	224.04	224.04	Total Invoice Amount	3,289.28	

Rupees : Three Thousand Two Hundred Eighty Nine and Paise Twenty Eight Only.

SUMMIT SALES LLP IN WARD No: 92362 Date: 19/3 R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-03-2022 16:10:11

86476
28.02.22 2:52:30

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details			
Summit Sales LLP	**Doc No**	86476	184025
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	16-03-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-03-2022	
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	4022 - Consumables - Dettol - NA - nos *handwash*	6.00	86.00	0.00	18.00	608.88
2	4001 - Consumables - Air Freshner - NA - nos *odonil*	5.00	48.00	0.00	18.00	283.20
3	4014 - Consumables - Colin - 500ml - nos	5.00	88.00	0.00	18.00	519.20
4	4059 - Consumables - Surf Detergent Powder - NA - kgs	6.00	25.20	0.00	5.00	158.76
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	55.00	0.00	18.00	389.40
6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	76.00	0.00	18.00	538.08
7	4001 - Consumables - Air Freshner - NA - nos *room freshner odonil*	4.00	48.00	0.00	18.00	226.56
8	4065 - Consumables - Vim bar - NA - nos	4.00	45.00	0.00	18.00	212.40
9	4008 - Consumables - Cleaning Cloth - other - nos *yellow & white*	20.00	16.80	0.00	5.00	352.80
					Total Order Value . . .	**3,289.28**

Rupees : Three Thousand Two Hundred Eighty Nine and Paise Twenty Eight Only.

Terms and Conditions :-

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	Silver Oak Villas Part iii Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 16-03-2022 16:10:11 Original / Office Copy / Purchase Div.Copy

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 use purpose.
Completion Date	Nil
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 ***Silver Oak Villas LLP***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	16-03-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184025
Material required before date:	20-03-2022	ID No.	74720

No	Description	Size	Quantity	Units	Inward no	Date
1	Hand wash		6	No's		
2	Odonil (bathroom freshner)		5	No's		
3	Colin		5	No's		
4	Surf powder		6	No's		
5	Harpic		6	No's		
6	lyzol		6	No's		
7	Room Freshner		4	No's		
8	Aer pocket		10	No's		
9	Vim soaps		4	No's		
10	Clothes (yellow & white)		20	No's		

8647

Remarks: - For office purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	16-03-2022	Sign. & Date	

APPROVED
17 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

19-03-2022

Customer Details

Silver Oak Villas LLP

Silver Oak Villas Part III, Sy No 11,12, 14, 15; 16, 17, 18, 294, cherlapally hyd

GSTIN 36ADBFS3288A2Z7

DC No	19374
DC Date	19-03-2022
PO No	86476
PO Date	16-03-2022
Req ID	74726
Req Date	16-03-2022
Loc Req No	184025

	Description of Goods	HSN/SAC	Qty
1	4022 - Consumables - Dettol - NA - nos	3401	6
2	4001 - Consumables - Air Freshner - NA - nos	3307	5
3	4014 - Consumables - Colin - 500ml - nos	3402	5
4	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	6
5	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
6	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
7	4001 - Consumables - Air Freshner - NA - nos	3307	4
8	4065 - Consumables - Vim bar - NA - nos	3405	4
9	4008 - Consumables - Cleaning Cloth - other - nos	6307	20
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1866 19/3/22

105040 21/3/22

SILVER OAK VILLAS PART-III

SUMMIT SALES LLP

INWARD No: 78599 Date: 21/3 Sign:

R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction