PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/3/22	Prepared by	T. D. Muthu	Serial no.	2610
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SUV LLP	Project	SW - 881/LP	HO received date	
PO/WO date	25/3/22	PO/WO No.	86754	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23820	26/3/22	6,093-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6,093-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	105603	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:	6,093-00
Amount E – PO / WO value:	6,093-00
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	4/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T. D. Muthu				
Sign:					
Date	28/3/22				
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

Summit Sales LLP

ORIGINAL INVOICE

#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.	22820
Silver Oak Villas LLP	Invoice Date.	26-03-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	86754
	PO Date.	25-03-2022
	Req ID	74967
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	25-03-2022
	Loc Req No	184046

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos black	9608	20	3.50	70.00	18	12.60
2	7560 - Stationery - other - Pen - NA - nos blue	9608	20	3.50	70.00	18	12.60
3	7560 - Stationery - other - Pen - NA - nos red	9608	10	3.50	35.00	18	6.30
4	7555 - Stationery - other - Paper - A4 - bundles	4810	12	231.00	2,772.00	12	332.64
5	7544 - Stationery - other - Marker - NA - nos blue amd black	9608	24	16.00	384.00	18	69.12
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	6	6.00	36.00	18	6.48
7	7505 - Stationery - other - Binder Clips - other - 19mm	8305	5	38.00	190.00	18	34.20
8	7505 - Stationery - other - Binder Clips - other - 25mm	8305	5	38.00	190.00	18	34.20
9	7505 - Stationery - other - Binder Clips - other - 32mm	8305	5	45.00	225.00	18	40.50
10	7505 - Stationery - other - Binder Clips - other - small	8305	5	38.00	190.00	18	34.20
11	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
12	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
13	7529 - Stationery - other - File Folders - NA - nos A4		50	5.50	275.00	18	49.50
14	7529 - Stationery - other - File Folders - NA - nos A3		50	5.50	275.00	18	49.50
15	7552 - Stationery - other - Note pads - other - nos		10	45.00	450.00	18	81.00

IGST	CGST	SGST				
	392.13	392.13	Total Taxable Amount	5,309.00		784.26
			Total Invoice Amount	6,093.26		

Rupees : Six Thousand Ninty Three and Paise Twenty Six Only.

SUMMIT SALES LLP R.R. EAST. IN WARD No: 92680 Date: 26/3 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-03-2022 14:06:19

86754
16.03.22 2:13:35

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**	86754	184046
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	25-03-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-03-2022	
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	7560 - Stationery - other - Pen - NA - nos *black*	20.00	3.50	0.00	18.00	82.60
2	7560 - Stationery - other - Pen - NA - nos *blue*	20.00	3.50	0.00	18.00	82.60
3	7560 - Stationery - other - Pen - NA - nos *red*	10.00	3.50	0.00	18.00	41.30
4	7555 - Stationery - other - Paper - A4 - bundles	12.00	231.00	0.00	12.00	3,104.64
5	7544 - Stationery - other - Marker - NA - nos *blue amd black*	24.00	16.00	0.00	18.00	453.12
6	7594 - Stationery - other - Stapler pin - other - boxes	6.00	6.00	0.00	18.00	42.48
7	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	5.00	38.00	0.00	18.00	224.20
8	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	5.00	38.00	0.00	18.00	224.20
9	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	5.00	45.00	0.00	18.00	265.50
10	7505 - Stationery - other - Binder Clips - other - boxes *small*	5.00	38.00	0.00	18.00	224.20
11	7605 - Stationery - other - Whitner Pen - NA - nos	3.00	21.00	0.00	18.00	74.34
12	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
13	7529 - Stationery - other - File Folders - NA - nos *A4*	50.00	5.50	0.00	18.00	324.50
14	7529 - Stationery - other - File Folders - NA - nos *A3*	50.00	5.50	0.00	18.00	324.50
15	7552 - Stationery - other - Note pads - other - nos	10.00	45.00	0.00	18.00	531.00
				Total Order Value . . .		**6,093.26**

Rupees : Six Thousand Ninty Three and Paise Twenty Six Only.

For ***Silver Oak Villas LLP***
Authorised Signatory

Name : 25/03/2022

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

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	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.
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	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 25/03/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	25-03-22
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184046
Material required before date:	urgent	ID No.	74967

No	Description	Size	Quantity	Units	67818	Date
1	Black pens	20	24	Nos		
2	Blue pens	20	24	Nos		
3	Red Pens	10	12	Nos		
4	Paper Bundle		12	Nos		
5	Permanent marker blue and black 86754		24	Nos		
6	Stapler pins		6	Nos		
7	Binder clips	19mm ✓ 5	12	Boxs		
8	Binder clips	15mm ✓ 5	12	Boxs		
9	Binder clips	big 5	12	Boxs		
10	Binder clips	small 5	12	Boxs		
11.	Whiteners		03	Nos		
12	Pencils		02	Boxes		
13	A4 transparent covers		50	Nos		
14	A3 transparent covers		50	Nos		
15	Note pads	10	12	Nos		

Remarks: - For office use purpose

Prepared By	B.Meenakshi	Approved by	APPROVED 25 MAR 2022 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	25-03-22	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		
Silver Oak Villas LLP	DC No.	19515
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	26-03-2022
	PO No.	86754
	PO Date.	25-03-2022
	Req ID	74967
GSTIN : 36ADBFS3288A2Z7	Req Date	25-03-2022
	Loc Req No	184046

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	20
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	7560 - Stationery - other - Pen - NA - nos	9608	10
4	7555 - Stationery - other - Paper - A4 - bundles	4810	12
5	7544 - Stationery - other - Marker - NA - nos	9608	24
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	6
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
8	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
9	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
10	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
11	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
12	7563 - Stationery - other - Pencil - NA - boxes	4421	2
13	7529 - Stationery - other - File Folders - NA - nos		50
14	7529 - Stationery - other - File Folders - NA - nos		50
15	7552 - Stationery - other - Note pads - other - nos		10
16			
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INWARD WITH TIME
Inward No: 1899 Dt: 26/3/22
MRN No: 105403 Dt: 28/3/22
Received By: Sign
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
IN WARD
No: 78801
Date: 28/3
Sign: L
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory