PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	29/04/22	Prepared by	Ramya	Serial no.	
Supplier name	SSLLP			HO inward no.	
Firm/Company	SOV	Project	SOV	HO received date	
PO/WO date	26/04/28	PO/WO No.	87744	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23345	28/04/22	6,419/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			6,419/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	106632	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:			6,419/-
Amount E – PO / WO value:			8,230/-
Amount F – Difference (A – E).			1,811/-
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	09/05/22		
Remarks:	Part Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	Ry				
Date	29/04/22				
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.	23345
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	28-04-2022
	PO No.	87744
	PO Date.	26-04-2022
	Req ID	75935
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	26-04-2022
	Loc Req No	184117

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	24	3.50	84.00	18	15.12
	blue						
2	7563 - Stationery - other - Pencil - NA - boxes	4421	3	42.00	126.00	12	15.12
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
4	7593 - Stationery - other - Stapler - other - nos	9608	3	36.50	109.50	18	19.72
	remover						
5	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
6	7558 - Stationery - other - Ink Catridge - NA - nos		3	700.00	2,100.00	18	378.00
	Epson-black						
7	4108 - Consumables - Water Bottle - NA - Nos		24	52.00	1,248.00	18	224.64
8	7514 - Stationery - other - Cello Tape - other - nos		10	57.75	577.50	18	103.96
	white						
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	5,505.00	914.06
	457.03	457.03	Total Invoice Amount	6,419.04	

Rupees : Six Thousand Four Hundred Ninteen and Paise Four Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 9384 Date: 28/4 Sign:

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 26-04-2022 17:03:08

87744
20.04.22 3:07:38

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**	87744	184117
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	26-04-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	26-04-2022	
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 *blue*	24.00	3.50	0.00	18.00	99.12
2	7563 - Stationery - other - Pencil - NA - boxes	3.00	42.00	0.00	12.00	141.12
3	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
4	7593 - Stationery - other - Stapler - other - nos *remover*	3.00	36.50	0.00	18.00	129.21
5	7555 - Stationery - other - Paper - A4 - bundles	12.00	231.00	0.00	12.00	3,104.64
6	7558 - Stationery - other - Ink Catridge - NA - nos *Epson-black*	3.00	700.00	0.00	18.00	2,478.00
7	4108 - Consumables - Water Bottle - NA - Nos	24.00	52.00	0.00	18.00	1,472.64
8	7514 - Stationery - other - Cello Tape - other - nos *white*	10.00	57.75	0.00	18.00	681.45
					Total Order Value . . .	**8,230.08**

Rupees : Eight Thousand Two Hundred Thirty and Paise Eight 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	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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	23345	28/04/22	6419/-
2.			
3.			
4.			
5.			

For *Silver Oak Villas LLP*
Authorised Signatory

Name :

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

Name :

Date : __/__/____

Purchase Order

 26-04-2022 17:03:08 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above material order 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 *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:	26-04-2022
Site & Phase :	Silver Oak Villas-III	Time:	10:30
Supplier		Req. No.	184117
Material required before date:	28-04-22	ID No.	75935

No	Description	Size	Quantity	Units	Inward Number	Date
1	Blue Pens		24	Nos		
2	Pencils		3	Box's		
3	Whitener		5	Nos		
4	Stapler Remover		3	Nos		
5	White Plaster (Big)		10	Nos		
6	A4 Papers		12	Bundles		
7	Epson Ink Bottle (Black)		3	Nos		
8	Spray Paint Bottle (Blue,Green) 4		4	Nos		
9	Water bottles		2	Dozens		

87749

Remarks: - for Site Office purpose

Prepared By	K.Tulasi Rani	Approved by	
Sign.& Date	26-04-2022	Sign. & Date	APPROVED 28 APR 2022

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

Ref 1 28-04-2022

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	19955
DC Date	28-04-2022
PO No	87744
PO Date	26-04-2022
Req ID	75935
Req Date	26-04-2022
Loc Req No	184117

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	24
2	7563 - Stationery - other - Pencil - NA - boxes	4421	3
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
4	7593 - Stationery - other - Stapler - other - nos	9608	3
5	7555 - Stationery - other - Paper - A4 - bundles	4810	5
6	7558 - Stationery - other - Ink Catridge - NA - nos		3
7	4108 - Consumables - Water Bottle - NA - Nos		24
8	7514 - Stationery - other - Cello Tape - other - nos		10
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INWARDED WITH THANKS
Inward No. 2011 Dt: 28/4/22
Ack No. 106632 Dt: 29/04/22
Received By:
SILVER OAK VILLAS PART III

SUMMIT SALES LLP
INWARD
No: 79594
Date: 2/5
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction