

PURCHASE DIVISION  
Advice for approval for credit to supplier

⑤

Date: 15/05/22		Prepared by: Ramya		Serial no. 4147	
Supplier name: SSCP				HO inward no.	
Firm/Company: SOVLCP		Project: SOV-iii		HO received date	
PO/WO date: 06/05/22		PO/WO No. 88010		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	23640	14/05/22	19,003	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				19,003	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.:	107225		Proof of delivery matches MRN	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				19,003/-	
Amount E – PO / WO value:				19,003/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		23/05/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Ramya				
Sign:					
Date	15/05/22				
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 weightment 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.

## Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	23640	
Silver Oak Villas LLP				Invoice Date.	14-05-2022	
Phase III, Cherlapally, Hyderabad				PO No.	88010	
GSTIN : 36ADBFS3288A2Z7				PO Date.	06-05-2022	
PAN ADBFS3288A				Req ID	76142	
				Req Date	04-05-2022	
				Loc Req No	184151	
Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1 4057 - Consumables - Sponges - NA - nos	3921	200	9.00	1,800.00	18	324.00
2 4080 - Consumables - Bombay Brooms - Other - Nos	9603	50	10.00	500.00	0	0.00
3 4009 - Consumables - Coconut Broom - other - nos	9603	20	15.75	315.00	18	56.70
4 4003 - Consumables - Bombay Broom - Big - nos	9603	15	88.20	1,323.00	0	0.00
5 7109 - Plumbing - other - Araldite - other - gms	3506	15	630.00	9,450.00	18	1,701.00
6 3134 - Chemicals - Tile Grout - 1kg - pkts	3214	20	50.40	1,008.00	18	181.44
Silk						
7 4041 - Consumables - Mopping stick - NA - nos	9603	6	128.00	768.00	18	138.24
8 6549 - Paints - White Cement - 25kgs - bags	2523	2	561.75	1,123.50	28	314.58
9						
10						
11						
12						
13						
14						
15						
IGST	CGST	SGST	Total Taxable Amount	16,287.50		2,715.96
	1,357.98	1,357.98	Total Invoice Amount	19,003.46		

Rupees : Nineteen Thousand Three and Paise Fourty Six Only.

for Summit Sales LLP

Authorized signatory

Subject to Hyderabad Jurisdiction



# Purchase Order

Page(s) 1 Of 2

06-05-2022 12:37:46



27.04.22 12:24:11

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  
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

Doc No	88010	184151
Doc Date	06-05-2022	
Quote No	Nil	
Quote Date	06-05-2022	
SupplyType	Supply	

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4057 - Consumables - Sponges - NA - nos	200.00	9.00	0.00	18.00	2,124.00
2 4080 - Consumables - Bombay Brooms - Other - Nos	50.00	10.00	0.00	0.00	500.00
3 4009 - Consumables - Coconut Broom - other - nos	20.00	15.75	0.00	18.00	371.70
4 4003 - Consumables - Bombay Broom - Big - nos	15.00	88.20	0.00	0.00	1,323.00
5 7109 - Plumbing - other - Araldite - other - gms	15.00	630.00	0.00	18.00	11,151.00
6 3134 - Chemicals - Tile Grout - 1kg - pkts Silk	20.00	50.40	0.00	18.00	1,189.44
7 4041 - Consumables - Mopping stick - NA - nos	6.00	128.00	0.00	18.00	906.24
8 6549 - Paints - White Cement - 25kgs - bags	2.00	561.75	0.00	28.00	1,438.08
<b>Total Order Value . . .</b>					<b>19,003.46</b>

Rupees : Ninteen Thousand Three and Paise Fourty Six Only.

## Terms and Conditions :-

**Specification /** As per details given in the quotation.

**Payment Terms** After Delivery & Production of bill

**Tax** Included in above prices.

**Delivery Date** Within 7 days

**Delivery Location** Silver Oak Villas I & II

Phone. .

**Penalty For Delay** Nil

**Transportation** Included by us.

**Warranty** 1 year company warranty

**Advance Paid** Nil

**Other Terms** We reserve the rights to reject items not confirming to quality and specifications. Above order for site use purpose

**Completion Date** Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

# Purchase Order

Page(s) 2 Of 2

06-05-2022 12:37:46

Original / Office Copy / Purchase Div.Copy

**Measurement**

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:		04-05-2022	
Site & Phase :		Silver Oak Villas-III	Time:		15.00	
Supplier			Req. No.		184151	
Material required before date:		urgent	ID No.		76142	
No	Description	Size	Quantity	Units	Inward No	Date
1	Sponges		200	Nos		
2	Coconut Brooms		20	Nos		
3	Bombay Brooms	Big	20	Nos		
4	Bombay Brooms	Small	50	Nos		
5	Araldite		20	Nos		
6	Grout Silk		20	Pkt		
7	Mop Sticks		06	Nos		
8	<b>White Cement</b>	25 Kgs	02	Nos		
9						
10						
Remarks: - For Site use purpose						
Prepared By		G.chandra kanth	Approved by			
Sign & Date		04-05-2022	Sign. & Date			

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

**APPROVED**  
**06 MAY 2022**  
 P. PRABHAKAR  
 Sr. MANAGER PURCHASE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

Date: 14-05-2022

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		DC No.	20191
Silver Oak Vilas LLP		DC Date.	14-05-2022
Phase III, Cherlapally, Hyderabad		PO No.	88010
GSTIN : 36ADBFS3288A2Z7		PO Date.	06-05-2022
		Req ID	76142
		Req Date	04-05-2022
		Loc Req No	184151
Description of Goods	HSN/SAC	Qty	
1 4057 - Consumables - Sponges - NA - nos	3921	200	
2 4088 - Consumables - Bombay Brooms - Other - Nos	9603	50	
3 4009 - Consumables - Coconut Broom - other - nos	9603	20	
4 4003 - Consumables - Bombay Broom - Big - nos	9603	15	
5 7109 - Plumbing - other - Araldite - other - gms	3506	15	
6 3134 - Chemicals - Tile Grout - 1kg - pkts	3214	20	
7 4041 - Consumables - Mopping stick - NA - nos	9603	6	
8 6549 - Paints - White Cement - 25kgs - bags	2523	2	
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INWARD WITH TIME  
 Inward No: 2104 Dt: 14/5/22  
 MRN No: 107225 Dt: 14/5/22  
 Received By: [Signature]  
 SILVER OAK VILAS PART III

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory