PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/05/22	Prepared by	Vanajathi	Serial no.	**4664**
Supplier name	CSLLP			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-III	HO received date	
PO/WO date	26/05/22	PO/WO No.	88625	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23835	28/05/22	1,926/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,926/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	107813	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:			1,926/-
Amount E – PO / WO value:			1,926/-
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	06/6/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajathi				
Sign:	[signature]				
Date	30/05/22				
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 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	
Silver Oak Villas LLP	
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	
GSTIN : 36ADBFS3288A2Z7	PAN ADBFS3288A

Invoice No.	23835
Invoice Date.	28-05-2022
PO No.	88625
PO Date.	26-05-2022
Req ID	76751
Req Date	25-05-2022
Loc Req No	184199

	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
2	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5	21.00	105.00	18	18.90
4	7594 - Stationery - other - Stapler pin - other - boxes remover	7415	3	6.00	18.00	18	3.24
5	7555 - Stationery - other - Paper - A4 - bundles	4810	5	231.00	1,155.00	12	138.60
6	7514 - Stationery - other - Cello Tape - other - nos white plaster big		5	57.75	288.75	18	51.98
7							
8							
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13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,692.75	232.88
	116.44	116.44	Total Invoice Amount	1,925.63	

Rupees : One Thousand Nine Hundred Twenty Five and Paise Sixty Three Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94867 Date: 28/5 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 26-05-2022 16:44:52

88625
20.05.22 3:37:21

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**	88625	184199
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	26-05-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	25-05-2022	
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	24.00	3.50	0.00	18.00	99.12
2	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
3	7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
4	7594 - Stationery - other - Stapler pin - other - boxes *remover*	3.00	6.00	0.00	18.00	21.24
5	7555 - Stationery - other - Paper - A4 - bundles	5.00	231.00	0.00	12.00	1,293.60
6	7514 - Stationery - other - Cello Tape - other - nos *white plaster big*	5.00	57.75	0.00	18.00	340.73
					Total Order Value . . .	**1,925.63**

Rupees : One Thousand Nine Hundred Twenty Five and Paise Sixty Three 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
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	NA
Measurment	NA

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

26/05/2022

Name : ____________

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

Name : ____________

Date : __/__/____

Purchase Order

 26-05-2022 16.44.52

Original / Office Copy / Purchase Div.Copy

Security Nil

Remarks

For *Silver Oak Villas LLP*

Authorised Signatory

26/05/2022

Name : ______

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	25-05-2022
Site & Phase :	Silver Oak Villas-III	Time:	10:30
Supplier		Req. No.	184199
Material required before date:	30-05-22	ID No.	76751

No	Description	Size	Quantity	Units	Inward Number	Date
1	Blue Pens		24	Nos		
2	Pencils		1	Box's		
3	Whitener		5	Nos		
4	Stapler Remover		3	Nos		
5	White Plaster (Big)		5	Nos		
6	A4 Papers		05	Bundles		
7						
8						
9						

88625

Remarks: - for Site Office purpose

Prepared By	Meenakshi	Approved by	
Sign.& Date	25-05-2022	Sign. & Date	

APPROVED
26 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

 28-05-2022

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	20358
DC Date	28-05-2022
PO No.	88625
PO Date	26-05-2022
Req ID	76751
Req Date	25-05-2022
Loc Req No	184199

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	24
2	7563 - Stationery - other - Pencil - NA - boxes	4421	1
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	3
5	7555 - Stationery - other - Paper - A4 - bundles	4810	5
6	7514 - Stationery - other - Cello Tape - other - nos		5
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INWARD

Inward No: 2187 Dt: 28/5/22

MRN No: 107813 Dt: 28/5/22

Received By: Sign:

(Silver Oak Villas Part-III)

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 80264
Date: 30/5
Sign: