PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/06/22	Prepared by	Vanajakshi	Serial no.	5421
Supplier name	SSUP			HO inward no.	
Firm/Company	SOVUP	Project	SOV-III	HO received date	
PO/WO date	16/5/22	PO/WO No.	88298	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	23842	28/05/22	79.38	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			79.38
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	107819	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:			79.38
Amount E – PO / WO value:			3,209.74
Amount F – Difference (A – E):			3131/-
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	27/06/22		
Remarks:	final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	22/06/22				
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.	23842
Silver Oak Villas LLP	Invoice Date.	28-05-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	88298
	PO Date.	16-05-2022
	Req ID	76442
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	14-05-2022
	Loc Req No	184178

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4059 - Consumables - Surf Detergent Powder - NA -	3402	3	25.20	75.60	5	3.78
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	75.60		3.78
	1.89	1.89	Total Invoice Amount	79.38		

Rupees : Seventy Nine and Paise Thirty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 94874 Date: 28/5 Sign:

Authorised signatory

Purchase Order

Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for office use 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***

Accepted the above Terms And Conditions

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	14-05-22
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	184178
Material required before date:	urgent	ID No.	76442

No	Description	Size	Quantity	Units	Inward No	Date
1	Surf		05	Nos		
2	**Room frehsner**		03	Nos		
3	Odonil		06	Nos		
4	Lizol		06	Nos		
5	**Harphic**		06	Nos		
6	Soap 88298		05	Nos		
7	Colin		06	Nos		
8	phynoil		06	Nos		
9	Air pocket		06	Nos		
10	Handwash		02	Nos		

Remarks: - For cleaning use purpose

APPROVED
17 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	14-05-22	Sign. & Date	

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

Requisition Form

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.	20365
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	28-05-2022
	PO No.	88298
	PO Date.	16-05-2022
	Req ID	76442
GSTIN : 36ADBFS3288A2Z7	Req Date	14-05-2022
	Loc Req No	184178

	Description of Goods	HSN/SAC	Qty
1	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	3
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23	INWARD		
24	Inward No: 2189 Dt: 28/5/22		
25	MRN No: 107819 Dt: 28/5/22		
26	Received By: Sign:		
27			
28	(Silver Oak Villas-Part-III)		
29			
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction