E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/7/22	Prepared by	Deepa	Serial no.	6012
Supplier name	SSHLP			HO inward no.	
Firm/Company	SOVHLP	Project	SOV-III	HO received date	
PO/WO date	6/7/22	PO/WO No.	89729	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	24513	6/7/22	726.37	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	726.37
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109295	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:	726.37
Amount E – PO / WO value:	726.37
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	18/7/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	8/7/22				
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	Invoice No.	24513
Silver Oak Villas LLP	Invoice Date.	06-07-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	89729
	PO Date.	06-07-2022
	Req ID	77798
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	06-07-2022
	Loc Req No	184267

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7523 - Stationery - other - Eraser - NA - nos		10	1.50	15.00	18	2.70
2	7585 - Stationery - other - Sharpner - NA - nos	8214	10	3.00	30.00	12	3.60
3	7560 - Stationery - other - Pen - NA - nos Blue-20 Black-10 Red-5	9608	35	3.50	122.50	18	22.04
4	7505 - Stationery - other - Binder Clips - other - All sizes	8305	3	42.00	126.00	18	22.68
5	7593 - Stationery - other - Stapler - other - nos small	9608	3	36.50	109.50	18	19.72
6	7563 - Stationery - other - Pencil - NA - boxes	4421	3	42.00	126.00	12	15.12
7	3517 - Computers and Peripherals - Mouse pad - NA		3	31.50	94.50	18	17.02
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	623.50	102.88
	51.44	51.44	Total Invoice Amount	726.37	

Rupees : Seven Hundred Twenty Six and Paise Thirty Seven Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 96306 Date: 6/7/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 06-07-2022 15:38:15

89729
29.06.22 2:18:56

py

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	89729	184267
Doc Date	06-07-2022	
Quote No	Nil	
Quote Date	06-07-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7523 - Stationery - other - Eraser - NA - nos	10.00	1.50	0.00	18.00	17.70
2	7585 - Stationery - other - Sharpner - NA - nos	10.00	3.00	0.00	12.00	33.60
3	7560 - Stationery - other - Pen - NA - nos *Blue-20 Black-10 Red-5*	35.00	3.50	0.00	18.00	144.55
4	7505 - Stationery - other - Binder Clips - other - boxes *All sizes*	3.00	42.00	0.00	18.00	148.68
5	7593 - Stationery - other - Stapler - other - nos *small*	3.00	36.50	0.00	18.00	129.21
6	7563 - Stationery - other - Pencil - NA - boxes	3.00	42.00	0.00	12.00	141.12
7	3517 - Computers and Peripherals - Mouse pad - NA - nos	3.00	31.50	0.00	18.00	111.51
				Total Order Value . . .		**726.37**

Rupees : Seven Hundred Twenty Six and Paise Thirty Seven 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
Security	Nil

For ***Silver Oak Villas LLP***

Authorised Signatory

07/07/22

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 06-07-2022 15:38:15 Original / Office Copy / Purchase Div.Copy

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

07/07/22

Name : ______

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

B. 9268

Requisition Form

Company Name:	Silver Oak Villas	Date:	24-06-2022				
Site & Phase :	SOV-III	Time:	04:00				
Supplier:		Req. No.	184267				
Material required before date:	Urgent	ID No.	77798				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	STAT4855-Stationary-Erazers----Nos	10	0	10			
2	STAT5375-Stationary-Sharpners----Nos	10	0	10			
3	STAT7304-Stationary-Pen--Cello Fine grip--Nos	25	0	25			
4	STAT8366-Stationary-Binder Clips ---15to25mm&32 mm-Nos 89729	30	0	30			
5	STAT9087-Stationary-Stapler-SMALL----Nos	3	0	3			
6	COMP7336-Peripherals-Mouse pads----Nos	3	0	3			
7	STAT1112-Stationary-Pencil----Boxes	3	0	3			
8							
9							
10							
Remarks:	For Office Use purpose						
	Engineer	Project Manager		Purchase			MD
Prepared By:	K.Tulasi Ram						
Approved By:							
Sign & Date:							

APPROVED
07 JUL 2022
MINISH PARIKH
MANAGER PROCUREMENT

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	DC No.	20932
Silver Oak Villas LLP	DC Date.	06-07-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	89729
	PO Date.	06-07-2022
	Req ID	77798
	Req Date	06-07-2022
GSTIN : 36ADBFS3288A2Z7	Loc Req No	184267

	Description of Goods	HSN/SAC	Qty
1	7523 - Stationery - other - Eraser - NA - nos		10
2	7585 - Stationery - other - Sharpner - NA - nos	8214	10
3	7560 - Stationery - other - Pen - NA - nos	9608	35
4	7505 - Stationery - other - Binder Clips - other - boxes	8305	3
5	7593 - Stationery - other - Stapler - other - nos	9608	3
6	7563 - Stationery - other - Pencil - NA - boxes	4421	3
7	3517 - Computers and Peripherals - Mouse pad - NA - nos		3
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SUMMIT SALES LLP R.R. DIST. INWARD No: 8192 Date: 9/7 Sign:

Subject to Hyderabad Jurisdiction

INWARD	
Inward No: 2356	Dt: 6/7/22
MRN No: 109295	Dt: 7/7/22
Received By:	Sign:
(Silver Oak Villas-Part-III)	

for Summit Sales LLP

Authorised signatory