

PURCHASE DIVISION
Advice for approval for credit to supplier

(D)

Date: 11/7/22		Prepared by: Deepa		Serial no. 6103	
Supplier name: SCLHP				HO inward no.	
Firm/Company: SCLHP		Project: Govt III		HO received date	
PO/WO date: 6/7/22		PO/WO No. 89743		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	24568	8/7/22	5,847.94	☒ Yes ☐ No	
2.			1	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				5,847.94	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.: 109392		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:				5,847.94	
Amount E – PO / WO value:				6,496.94	
Amount F – Difference (A – E):				649/-	
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:		Part bill			
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:					
Date	11/7/22				
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 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.

2020

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

1 of 1

Customer Details				Invoice No.		24568		
Silver Oak Villas LLP Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd				Invoice Date.		08-07-2022		
				PO No.		89743		
				PO Date.		06-07-2022		
				Req ID		77785		
				Req Date		05-07-2022		
GSTIN : 36ADBFS3288A2Z7				Loc Req No		184370		
PAN ADBFS3288A								
Description of Goods			HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles		4810	12	231.00	2,772.00	12	332.64
2	7592 - Stationery - other - stamp pad - NA - nos		9612	5	32.00	160.00	18	28.80
3	7533 - Stationery - other - Highlighter - NA - nos		9608	5	20.00	100.00	12	12.00
4	7605 - Stationery - other - Whitner Pen - NA - nos		9608	5	21.00	105.00	18	18.90
5	6100 - Miscellaneous - Plastic Cards - Others - nos			100	5.50	550.00	18	99.00
6	7507 - Stationery - other - Box file - Big - nos			5	44.00	220.00	18	39.60
7	7528 - Stationery - other - Fevistick - NA - nos		9608	5	20.00	100.00	12	12.00
8	4066 - Consumables - Water bottle - NA - nos			20	55.00	1,100.00	18	198.00
9								
10								
11								
12								
13								
14								
15								
						5,107.00		740.94
IGST		CGST	SGST	Total Taxable Amount				
		370.47	370.47	Total Invoice Amount		5,847.94		
Rupees : Five Thousand Eight Hundred Fourty Seven and Paise Ninty Four Only.								
for Summit Sales LLP								

Rupees : Five Thousand Eight Hundred Fourty Seven and Paise Ninty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



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Purchase Order

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89743

29.06.22 2:18:57

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, II nd 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	89743 184370
		Doc Date	06-07-2022
GSTIN 36ACQFS2044C1Z7 040-66335551 9618244433		Quote No	nil
		Quote Date	05-07-2022
		SupplyType	Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	12.00	231.00	0.00	12.00	3,104.64
2 7592 - Stationery - other - stamp pad - NA - nos	5.00	32.00	0.00	18.00	188.80
3 7533 - Stationery - other - Highlighter - NA - nos	5.00	20.00	0.00	12.00	112.00
4 7605 - Stationery - other - Whitner Pen - NA - nos	5.00	21.00	0.00	18.00	123.90
5 6100 - Miscellaneous - Plastic Cards - Others - nos	100.00	5.50	0.00	18.00	649.00
6 7507 - Stationery - other - Box file - Big - nos	5.00	44.00	0.00	18.00	259.60
7 7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
8 4066 - Consumables - Water bottle - NA - nos	30.00	55.00	0.00	18.00	1,947.00
Total Order Value . . .					6,496.94

Rupees : Six Thousand Four Hundred Ninty Six and Paise Ninty Four 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**Penalty 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

PART DELIVERY DETAILS			
S.no.	Bill no.	Bill Dt.	Amount
1.	24568	8/7/22	5,847.94
2.			
3.			
4.			
5.			

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

07-07-2022 15:59:06

Original / Office Copy / Purchase Div.Copy

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

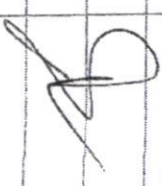
Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : __/__/__

Requisition Form		Date:		05-07-2022					
Company Name:		Silver Oak Villas		Time:		10:00			
Site & Phase:		SOV-III		Req. No.		184370			
Supplier:									
Material required before date:		09-07-2022		ID No.		77785			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date			
1	STAT4855-Stationary-Eraser---Nos	10	0	10					
2	STAT5375-Stationary-Sharpners---Nos	10	0	10					
3	STAT7304-Stationary-Pen---Cello Fine gnp---Nos	50	0	50					
4	STAT3366-Stationary-Binder Clips ---15to25mm&32 mm-Nos	30(M)	0	30					
5	STAT1112-Stationary-Pencil---Boxes	5	0	5					
6	STAT4663-Stationary-Paper A4---Bundles	12	0	12					
7	STAT7726-Stationary-Stamp Pad---Nos	5	0	5					
8	STAT3400-Stationary-Highlighter---Nos	5	0	5					
9	STAT5329-Stationary-Whitners---Nos	5	0	5					
10	STAT5901-Stationary-Plastic Cards---Nos	100	0	100					
11	STAT6002-Stationary-Box File Big---Nos	5	0	5					
12	STAT8323-Stationary-Fewistick---Nos	5	0	5					
13	CONS3713-Consumables-Water Bottles---1 Ltr-Nos	30	0	30					
Remarks:		For Office Use purpose Blue pens(30) balck (10) Red (10)							
Engineer		Project Manager		Purchase		MD			
Prepared By: K Tulasi Rani									
Approved By:									
Sign & Date:									

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

1 of 1 : 08-07-2022

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. 20981

DC Date. 08-07-2022

PO No. 89743

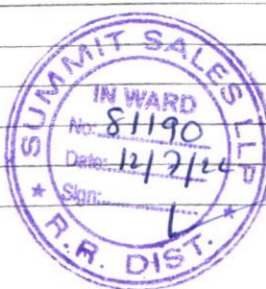
PO Date. 06-07-2022

Req ID 77785

Req Date 05-07-2022

Loc Req No 184370

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	12
2	7592 - Stationery - other - stamp pad - NA - nos	9612	5
3	7533 - Stationery - other - Highlighter - NA - nos	9608	5
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	5
5	6100 - Miscellaneous - Plastic Cards - Others - nos		100
6	7507 - Stationery - other - Box file - Big - nos		5
7	7528 - Stationery - other - Fevistick - NA - nos	9608	5
8	4066 - Consumables - Water bottle - NA - nos		20
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD	
Inward No: 2373	Dt: 8/7/22
MRN No: 109393	Dt: 9/7/22
Received By:	Sign:
M H P L-SOV-III	

Authorised signatory

