PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/7/22	Prepared by	Deepa	Serial no.	6463
Supplier name	SSLLP			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-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.	24728	19/7/22	649/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			649/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	109738	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:			649/-
Amount E – PO / WO value:			6,496.94
Amount F – Difference (A – E):			5,847.94
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	1/8/22		
Remarks:	final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	22/7/22				
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

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.	24728
Silver Oak Villas LLP	Invoice Date.	19-07-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	89743
	PO Date.	06-07-2022
	Req ID	77785
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	05-07-2022
	Loc Req No	184370

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4066 - Consumables - Water bottle - NA - nos		10	55.00	550.00	18	99.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	550.00		99.00
	49.50	49.50	Total Invoice Amount		649.00	

Rupees : Six Hundred Fourty Nine Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 76784 Date: 19/7 Sign:

Purchase Order

 07-07-2022 15:59:06

89743
29.06.22 2:18:57

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**	89743	184370
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	06-07-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	05-07-2022	
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	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

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

PART DELIVERY DETAILS

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

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Name : ______

Date : __/__/____

Purchase Order

 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							
Company Name:	Silver Oak Villas	Date:	05-07-2022				
Site & Phase :	SOV-III	Time:	10:00				
Supplier:		Req. No.	184370				
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-Erazers----Nos~~		10	0	10		
2	S~~TAT5375-Stationary-Sharpners----~~Nos		10	0	10		
3	~~STAT7304-Stationary-Pen--Cello Fine grip--Nos~~		50	0	50		
4	~~STAT8366-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 89743		100	0	100		
11	STAT6002-Stationary-Box File Big----Nos		5	0	5		
12	STAT8323-Stationary-Fevistick----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:							