

**PURCHASE DIVISION**  
Advice for approval for credit to supplier



|               |          |               |         |                  |      |
|---------------|----------|---------------|---------|------------------|------|
| Date:         | 30/07/22 | Prepared by   | Ranya   | Serial no.       | 6650 |
| Supplier name | SSCIP    | HO inward no. |         |                  |      |
| Firm/Company  | SOV LLP  | Project       | SOV-III | HO received date |      |
| PO/WO date    | 21/07/22 | PO/WO No.     | 90350   | Scan ID.         |      |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached                                                   |
|--------|----------|-----------|-------------|---------------------------------------------------------------------|
| 1.     | 24903    | 29/07/22  | 22,615/-    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.     | 24904    | 29/07/22  | 5,606/-     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 4.     |          |           |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

Amount A - Bills total (Excluding Transport & Hamali Charges): 28,221

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

|           |        |                               |                                                          |
|-----------|--------|-------------------------------|----------------------------------------------------------|
| MRN nos.: | 110092 | Proof of delivery matches MRN | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|-----------|--------|-------------------------------|----------------------------------------------------------|

Amount B - Other Credits : Transportation charges: —

Amount C - Other Debits : —

Amount D (D=A+B-C) - Amount to be credited to the supplier: 28,221

Amount E - PO / WO value: 28,221

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: 8/08/22

Remarks: final Bill

| Approved by    | Purchase Officer   | Purchase Manager   | MD         | Accountant | Accounts Manager |
|----------------|--------------------|--------------------|------------|------------|------------------|
| Name:          | P. Ranya           | P. Pradeep         |            |            |                  |
| Sign:          | <i>[Signature]</i> | <i>[Signature]</i> |            |            |                  |
| Date           | 30/7/22            | 30 JUL 2022        |            |            |                  |
| 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.

0300

## TAX INVOICE

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044A2Z7**

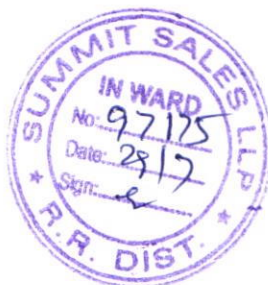
1 of 1 :

| Customer Details                                                                                                                           |  |  |  | Invoice No. |  | 24903 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-------------|--|-------|--|
| Silver Oak Villas LLP<br>Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd<br><br>GSTIN : 36ADBFS3288A2Z7 |  |  |  |             |  |       |  |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction







## TAX INVOICE

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

**ORIGINAL INVOICE**

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 :

| Customer Details                                                                                            |                                                       |  |  | Invoice No.    |     | 24904      |          |        |                      |          |  |        |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--|--|----------------|-----|------------|----------|--------|----------------------|----------|--|--------|
| Silver Oak Villas LLP<br>Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd |                                                       |  |  | Invoice Date.  |     | 29-07-2022 |          |        |                      |          |  |        |
|                                                                                                             |                                                       |  |  | PO No.         |     | 90350      |          |        |                      |          |  |        |
|                                                                                                             |                                                       |  |  | PO Date.       |     | 21-07-2022 |          |        |                      |          |  |        |
|                                                                                                             |                                                       |  |  | Req ID         |     | 78274      |          |        |                      |          |  |        |
|                                                                                                             |                                                       |  |  | Req Date       |     | 21-07-2022 |          |        |                      |          |  |        |
| GSTIN : 36ADBFS3288A2Z7                                                                                     |                                                       |  |  | PAN ADBFS3288A |     | Loc Req No |          | 184437 |                      |          |  |        |
|                                                                                                             | Description of Goods                                  |  |  | HSN/SAC        | Qty | Rate       | Gross    | Tax%   | Tax Amt              |          |  |        |
| 1                                                                                                           | 468000 - ELCD-Electrical - Insulation tapes-- - 20nos |  |  | 85469090       | 20  | 10.00      | 200.00   | 18     | 36.00                |          |  |        |
| 2                                                                                                           | 274100 - ELSW-Electrical - Fan Dimmer--Wipro NW       |  |  | 853650         | 10  | 231.00     | 2,310.00 | 18     | 415.80               |          |  |        |
| 3                                                                                                           | 562000 - ELSW-Electrical - ACCL- Automatic-2          |  |  | 85359030       | 1   | 1772.00    | 1,772.00 | 18     | 318.96               |          |  |        |
| 4                                                                                                           | 437400 - ELSW-Electrical - Isolater-4 Pole- - 40      |  |  | 853650         | 1   | 469.00     | 469.00   | 18     | 84.42                |          |  |        |
| 5                                                                                                           |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 6                                                                                                           |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 7                                                                                                           |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 8                                                                                                           |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 9                                                                                                           |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 10                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 11                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 12                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 13                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 14                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| 15                                                                                                          |                                                       |  |  |                |     |            |          |        |                      |          |  |        |
| IGST                                                                                                        |                                                       |  |  |                |     |            | CGST     | SGST   | Total Taxable Amount | 4,751.00 |  | 855.18 |
|                                                                                                             |                                                       |  |  |                |     |            | 427.59   | 427.59 | Total Invoice Amount | 5,606.18 |  |        |
| Rupees : Five Thousand Six Hundred Six and Paise Eighteen Only.                                             |                                                       |  |  |                |     |            |          |        |                      |          |  |        |

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



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## Purchase Order

Page(s) 1 Of 2

25-07-2022 2:49:44 PM



90350

14.07.22 12:47:29

From Company : **Silver Oak Villas LLP**

5-4-187/3 &amp; 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36ADBFS3288A2Z7

**Supplier Details**

Summit Sales LLP

5-4-187/3&amp;4, II nd floor, Soham Mansion, MG Road, Secunderabad

**GSTIN** 36ACQFS2044C1Z7

040-66335551

9618244433

**Doc No**

90350

184437

**Doc Date**

21-07-2022

**Quote No**

Nil

**Quote Date**

21-07-2022

**SupplyType**

Supply

**Kind Attn : Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                                            | Qty    | Rate   | Dis% | GST   | Amount   |
|----------------------------------------------------------------------|--------|--------|------|-------|----------|
| 1 100800 - ELSW-Electrical - Module Plate--Wipro NW - 2 Module - Nos | 7.00   | 40.25  | 0.00 | 18.00 | 332.47   |
| 2 387400 - ELSW-Electrical - Module Plate--Wipro NW - 6 Module - Nos | 44.00  | 87.50  | 0.00 | 18.00 | 4,543.00 |
| 3 699200 - ELSW-Electrical - Module Plate--Wipro NW - 8 Module - Nos | 10.00  | 106.75 | 0.00 | 18.00 | 1,259.65 |
| 4 556700 - ELCD-Electrical - Round covers -PVC- - 75mm - Nos         | 100.00 | 5.00   | 0.00 | 18.00 | 590.00   |
| 5 419900 - ELSW-Electrical - MCB-- - 16 amps - Nos                   | 10.00  | 117.00 | 0.00 | 18.00 | 1,380.60 |
| 6 437500 - ELSW-Electrical - MCB-- - 06 amps - Nos                   | 10.00  | 117.00 | 0.00 | 18.00 | 1,380.60 |
| 7 519500 - ELSW-Electrical - MCB Dummies-PVC-Wipro NW - - - Nos      | 10.00  | 7.00   | 0.00 | 18.00 | 82.60    |
| 8 522800 - ELSW-Electrical - Socket--Wipro NW - 16amps - Nos         | 10.00  | 108.50 | 0.00 | 18.00 | 1,280.30 |
| 9 850000 - ELSW-Electrical - Socket--Wipro NW - 6amps - Nos          | 50.00  | 72.00  | 0.00 | 18.00 | 4,248.00 |
| 10 983500 - ELSW-Electrical - TV Socket --Wipro NW - - - Nos         | 5.00   | 61.25  | 0.00 | 18.00 | 361.38   |
| 11 829700 - ELSW-Electrical - Switch--Wipro NW - 16amps - Nos        | 10.00  | 70.00  | 0.00 | 18.00 | 826.00   |
| 12 686800 - ELSW-Electrical - Switch--Wipro NW - 6amps - Nos         | 110.00 | 42.00  | 0.00 | 18.00 | 5,451.60 |
| 13 685600 - ELSW-Electrical - Bell Push--Wipro NW - - - Nos          | 1.00   | 64.75  | 0.00 | 18.00 | 76.41    |
| 14 542600 - ELSW-Electrical - Switch Blank Plate--Wipro NW - - - Nos | 30.00  | 12.00  | 0.00 | 18.00 | 424.80   |
| 15 320700 - ELCD-Electrical - Strip connectors-- - 12way - Nos       | 20.00  | 16.00  | 0.00 | 18.00 | 377.60   |

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

Contact : -





## Purchase Order

Page(s) 2 Of 2

25-07-2022 2:49:44 PM

Original / Office Copy / Purchase Div.Copy

|                                                                                 |                                                                          |       |          |      |       |                  |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------|----------|------|-------|------------------|
| 16                                                                              | 468000 - ELCD-Electrical - Insulation tapes-- - 20nos - Boxes            | 20.00 | 10.00    | 0.00 | 18.00 | 236.00           |
| 17                                                                              | 274100 - ELSW-Electrical - Fan Dimmer--Wipro NW - - - Nos                | 10.00 | 231.00   | 0.00 | 18.00 | 2,725.80         |
| 18                                                                              | 562000 - ELSW-Electrical - ACCL- Automatic-2 Pole -L&T - 10-30amps - Nos | 1.00  | 1,772.00 | 0.00 | 18.00 | 2,090.96         |
| 19                                                                              | 437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos              | 1.00  | 469.00   | 0.00 | 18.00 | 553.42           |
| <b>Total Order Value . . .</b>                                                  |                                                                          |       |          |      |       | <b>28,221.18</b> |
| Rupees : Twenty Eight Thousand Two Hundred Twenty One and Paise Seventeen Only. |                                                                          |       |          |      |       |                  |

### Terms and Conditions :-

**Specification /** As per details given in the quotation.

**Payment Terms** Within 30 days of delivery.

**Tax** GST included in above price.

**Delivery Date** Within 3 days

**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.Payment as per actual receipt of material. Order for material required for V . no 124 purpose

**Completion Date** Nil

**Measurment** Nil

**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 invoice must be sent to HO office. proof of delivery/DC can be sent by email.

For **Silver Oak Villas LLP**

Authorised Signatory

  
Name : \_\_\_\_\_

Contact :-

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be carefully documented to ensure the integrity of the financial data. This includes recording dates, amounts, and the nature of the transactions.

In the second section, the author outlines the various methods used to collect and analyze data. These methods include direct observation, interviews with key personnel, and the use of specialized software tools. Each method is described in detail, highlighting its strengths and limitations.

The third section provides a comprehensive overview of the results obtained from the data collection process. It presents a series of tables and graphs that illustrate the trends and patterns identified in the data. The author also discusses the implications of these findings for the organization's overall performance and future strategic planning.

Finally, the document concludes with a series of recommendations based on the findings. These recommendations focus on improving internal controls, enhancing data security, and implementing more effective communication channels. The author stresses the need for ongoing monitoring and evaluation to ensure that these improvements are sustained over time.

| Requisition Form                             |                                                                |                  |                       |              |           |             |  |
|----------------------------------------------|----------------------------------------------------------------|------------------|-----------------------|--------------|-----------|-------------|--|
| Company Name: Silver Oak Villas              |                                                                | Date: 21-07-2022 |                       |              |           |             |  |
| Site & Phase : SOV-III                       |                                                                | Time: 04:00      |                       |              |           |             |  |
| Supplier:                                    |                                                                | Req. No. 184437  |                       |              |           |             |  |
| Material required before date:               |                                                                | 25-07-2022       |                       | ID No. 78274 |           |             |  |
| S No                                         | Item                                                           | Qty required     | Qty available at site | Order Qty    | Inward No | Inward Date |  |
| 1                                            | ELSW1008-Electrical-Module Plate--Wipro NW-2 Module-Nos        | 7                | 0                     | 7            |           |             |  |
| 2                                            | ELSW3874-Electrical-Module Plate--Wipro NW-6 Module-Nos        | 44               | 0                     | 44           |           |             |  |
| 3                                            | ELSW6992-Electrical-Module Plate--Wipro NW-8 Module-Nos        | 10               | 0                     | 10           |           |             |  |
| 4                                            | ELCD5567-Electrical-Round covers -PVC--75mm-Nos                | 100              | 0                     | 100          |           |             |  |
| 5                                            | ELSW4374-Electrical-Isolator-4 Pole--40 amps-Nos               | 1                | 0                     | 1            |           |             |  |
| 6                                            | ELSW4199-Electrical-MCB--16 amps-Nos                           | 10               | 0                     | 10           |           |             |  |
| 7                                            | ELSW4375-Electrical-MCB--06 amps-Nos                           | 10               | 0                     | 10           |           |             |  |
| 8                                            | ELSW5195-Electrical-MCB Dummies-PVC-Wipro NW--Nos              | 10               | 0                     | 10           |           |             |  |
| 9                                            | ELSW5228-Electrical-Socket--Wipro NW-16amps-Nos                | 10               | 0                     | 10           |           |             |  |
| 10                                           | ELSW8500-Electrical-Socket--Wipro NW-6amps-Nos                 | 50               | 0                     | 50           |           |             |  |
| 11                                           | ELSW9835-Electrical-TV Socket --Wipro NW--Nos                  | 5                | 0                     | 5            |           |             |  |
| 12                                           | ELSW8297-Electrical-Switch--Wipro NW-16amps-Nos                | 10               | 0                     | 10           |           |             |  |
| 13                                           | ELSW6868-Electrical-Switch--Wipro NW-6amps-Nos                 | 110              | 0                     | 110          |           |             |  |
| 14                                           | ELSW6856-Electrical-Bell Push--Wipro NW--Nos                   | 1                | 0                     | 1            |           |             |  |
| 15                                           | ELSW5426-Electrical-Switch Blank Plate--Wipro NW--Nos          | 30               | 0                     | 30           |           |             |  |
| 16                                           | ELCD3207-Electrical-Strip connectors--12way-Nos                | 20               | 0                     | 20           |           |             |  |
| 17                                           | ELCD4680-Electrical-Insulation tapes--20nos-Boxes              | 1                | 0                     | 1            |           |             |  |
| 18                                           | ELSW2741-Electrical-Fan Dimmer--Wipro NW--Nos                  | 10               | 0                     | 10           |           |             |  |
| 19                                           | ELSW5620-Electrical-ACCL- Automatic-2 Pole -L&T -10-30amps-Nos | 1 (25Amp)        | 0                     | 1 (25Amp)    |           |             |  |
| Remarks: For villa no.124 Electrical purpose |                                                                |                  |                       |              |           |             |  |
| Engineer                                     |                                                                | Project Manager  |                       | Purchase     |           | MD          |  |
| Prepared By: K. Tulasi Rani                  |                                                                |                  |                       |              |           |             |  |
| Approved By:                                 |                                                                |                  |                       |              |           |             |  |
| Sign & Date:                                 |                                                                |                  |                       |              |           |             |  |

APPROVED  
18 JUN 2022  
P. PRABHAKAR  
Sr. Manager Purchase





## DELIVERY CHALLAN

**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNE: 36ACQFS2044C1Z7

1 of 1 : 29-07-2022

| Customer Details                                                                   |                                                                    | DC No.     | 21269      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------|------------|
| Silver Oak Villas LLP                                                              |                                                                    | DC Date.   | 29-07-2022 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd |                                                                    | PO No.     | 90350      |
|                                                                                    |                                                                    | PO Date.   | 21-07-2022 |
|                                                                                    |                                                                    | Req ID     | 78274      |
|                                                                                    |                                                                    | Req Date   | 21-07-2022 |
| GSTIN : 36ADBFS3288A2Z7                                                            |                                                                    | Loc Req No | 184437     |
|                                                                                    | Description of Goods                                               | HSN/SAC    | Qty        |
| 1                                                                                  | 100800 - ELSW-Electrical - Module Plate--Wipro NW - 2 Module - Nos | 85369090   | 7          |
| 2                                                                                  | 387400 - ELSW-Electrical - Module Plate--Wipro NW - 6 Module - Nos | 853890     | 44         |
| 3                                                                                  | 699200 - ELSW-Electrical - Module Plate--Wipro NW - 8 Module - Nos | 853810     | 10         |
| 4                                                                                  | 556700 - ELCD-Electrical - Round covers -PVC- - 75mm - Nos         | 39174000   | 100        |
| 5                                                                                  | 419900 - ELSW-Electrical - MCB-- - 16 amps - Nos                   | 853650     | 10         |
| 6                                                                                  | 437500 - ELSW-Electrical - MCB-- - 06 amps - Nos                   | 853650     | 10         |
| 7                                                                                  | 519500 - ELSW-Electrical - MCB Dummies-PVC-Wipro NW - - - Nos      | 39174000   | 10         |
| 8                                                                                  | 522800 - ELSW-Electrical - Socket--Wipro NW - 16amps - Nos         | 853650     | 10         |
| 9                                                                                  | 850000 - ELSW-Electrical - Socket--Wipro NW - 6amps - Nos          | 853650     | 50         |
| 10                                                                                 | 983500 - ELSW-Electrical - TV Socket --Wipro NW - - - Nos          | 853650     | 5          |
| 11                                                                                 | 829700 - ELSW-Electrical - Switch--Wipro NW - 16amps - Nos         | 853650     | 10         |
| 12                                                                                 | 686800 - ELSW-Electrical - Switch--Wipro NW - 6amps - Nos          | 853650     | 110        |
| 13                                                                                 | 685600 - ELSW-Electrical - Bell Push--Wipro NW - - - Nos           | 85365090   | 1          |
| 14                                                                                 | 542600 - ELSW-Electrical - Switch Blank Plate--Wipro NW - - - Nos  | 853890     | 30         |
| 15                                                                                 | 320700 - ELCD-Electrical - Strip connectors-- - 12way - Nos        | 85369090   | 20         |
| 16                                                                                 |                                                                    |            |            |
| 17                                                                                 |                                                                    |            |            |
| 18                                                                                 |                                                                    |            |            |
| 19                                                                                 |                                                                    |            |            |
| 20                                                                                 |                                                                    |            |            |
| 21                                                                                 |                                                                    |            |            |
| 22                                                                                 |                                                                    |            |            |
| 23                                                                                 |                                                                    |            |            |
| 24                                                                                 |                                                                    |            |            |
| 25                                                                                 |                                                                    |            |            |
| 26                                                                                 |                                                                    |            |            |
| 27                                                                                 |                                                                    |            |            |
| 28                                                                                 |                                                                    |            |            |
| 29                                                                                 |                                                                    |            |            |
| 30                                                                                 |                                                                    |            |            |

Subject to Hyderabad Jurisdiction

|                              |             |                      |  |
|------------------------------|-------------|----------------------|--|
| INWARD                       |             | for Summit Sales LLP |  |
| Inward No: 2490              | Dt: 29/7/22 |                      |  |
| MRN No: 110097               | Dt: 30/7/22 |                      |  |
| Received By:                 | Sign:       | Authorised signatory |  |
| (Silver Oak Villas-Part-III) |             |                      |  |



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