PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	05/9/22	Prepared by	Ramya	Serial no.	7802
Supplier name	SSLLP			HO inward no.	
Firm/Company	SDVLLP	Project	SDV-III	HO received date	
PO/WO date		PO/WO No.	91269	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	25416	26/8/22	519/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	519/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 11118	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:	519/-
Amount E – PO / WO value:	519/-
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	12/9/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	05/9/22				
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

#5-4-187/3 & 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

Customer Details		
Silver Oak Villas LLP	Invoice No.	25416
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	26-08-2022
	PO No.	91269
	PO Date.	24-08-2022
	Req ID	79127
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	22-08-2022
	Loc Req No	184533

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	663900 - CONS-Consumables - Handwash liquid-- -	34013090	5	88.00	440.00	18	79.20
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	440.00	79.20
	39.60	39.60	Total Invoice Amount	519.20	

Rupees : Five Hundred Ninteen and Paise Twenty Only.

SUMMIT SALES LLP
IN WARD
No: 98335
Date: 26/8/22
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 24-08-2022 3:03:55 PM Ori

91269
17.08.22 12:59:51

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**	91269	184533
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	24-08-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-08-2022	
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	663900 - CONS-Consumables - Handwash liquid-- - - - Nos	5.00	88.00	0.00	18.00	519.20
					Total Order Value . . .	**519.20**

Rupees : Five Hundred Ninteen and Paise Twenty 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 office staff 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*

Authorised Signatory

Name : Veeresh [signature]

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver oak villas LLP	Date:	22-08-2022				
Site & Phase:	SOV-III	Time:	15:32				
Flat Block no.	office purpose		184533				
Supplier:		Req. No.	79127				
Material required before date:	urgent	ID No.					
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS6639-Consumables-Handwash liquid----Nos	5	0	5			
2							
3							
4							
5	91269						
6							
7							
8							
9							
10							
Remarks:	For office staff use purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.Meenakshi Goud						
Approved By:							
Sign & Date:	22-08-2022						

APPROVED

24 AUG 2022

P. VENKATESHWARLU
MANAGER PURCHASE

Summit Sales LLP

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

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

lier / Customer / Transporter - Copy

ustomer Details

lver Oak Villas LLP

lver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd

GSTIN : 36ADBFS3288A2Z7

DC No.	21699
DC Date.	26-08-2022
PO No.	91269
PO Date.	24-08-2022
Req ID	79127
Req Date	22-08-2022
Loc Req No	184533

#	Description of Goods	HSN/SAC	Qty
1	663900 - CONS-Consumables - Handwash liquid-- - - - Nos	34013090	5
2			
3			
4			
5			
6			
7			
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9			
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INWARD

Inward No: 2645 Dt: 26/8/22

MRN No: 11118 Dt: 26/8/22

Received By: Sign:

(Silver Oak Villas-Part-III)

A. 850

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 82491 Date: 6/9/22 Sign:

for Summit Sales LLP

Authorised signatory