8

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| nDate: | 16/09/22 | Prepared by | Ramya | Serial no. | **8566** |
| Supplier name | SCA SSLLP | | | HO inward no. | |
| Firm/Company | SOV-IIP | Project | SOV-III | HO received date | |
| PO/WO date | 12/09/22 | PO/WO No. | 91817 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 25774 | 14/09/22 | 7,894/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 111701 | 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: | 7,894/- |
| Amount E – PO / WO value: | 7,894/- |
| 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 | 26/09/22 |
| Remarks: | Final Bill |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | [signature] | | | | |
| Date | 16/09/22 | | | | |
| 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. | 25774 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | Invoice Date. | 14-09-2022 |
| | PO No. | 91817 |
| | PO Date. | 12-09-2022 |
| | Req ID | 79661 |
| GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A | Req Date | 10-09-2022 |
| | Loc Req No | 184597 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 730400 - STAT-Stationary - Pen-Blue color-Cello | 960899 | 30 | 5.00 | 150.00 | 18 | 27.00 |
| 2 | 273300 - STAT-Stationary - pen-black color-Cello | 960899 | 20 | 6.00 | 120.00 | 18 | 21.60 |
| 3 | 913700 - STAT-Stationary - pen-Red color-Cello | 960899 | 10 | 6.00 | 60.00 | 18 | 10.80 |
| 4 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - 32mm-10 | 83059020 | 10 | 39.00 | 390.00 | 18 | 70.20 |
| 5 | 466300 - STAT-Stationary - Paper A4-- - - - Bundles | 48025690 | 12 | 231.00 | 2,772.00 | 12 | 332.64 |
| 6 | 532900 - STAT-Stationary - Whitners-- - - - Nos | 960899 | 5 | 21.00 | 105.00 | 18 | 18.90 |
| 7 | 895100 - STAT-Stationary - Stapler Big-45-- - - - | 84729010 | 2 | 195.00 | 390.00 | 18 | 70.20 |
| 8 | 416300 - STAT-Stationary - Punch Big-- - - - Nos | 84624910 | 2 | 157.00 | 314.00 | 18 | 56.52 |
| 9 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - small | 84729010 | 10 | 6.00 | 60.00 | 18 | 10.80 |
| 10 | 979900 - STAT-Stationary - File folder-L-- - - - Nos | 48203000 | 60 | 5.50 | 330.00 | 18 | 59.40 |
| 11 | 522200 - STAT-Stationary - Scribling Pads-- - - - | 48201020 | 15 | 15.00 | 225.00 | 18 | 40.50 |
| 12 | 390200 - COMP-Peripherals - Ink Cartidge-Black- - - | 321511 | 2 | 700.00 | 1,400.00 | 18 | 252.00 |
| 13 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - big | 84729010 | 10 | 19.50 | 195.00 | 18 | 35.10 |
| 14 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - 25mm | 83059020 | 10 | 32.00 | 320.00 | 18 | 57.60 |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 6,831.00 | | 1,063.26 |
| | 531.63 | 531.63 | Total Invoice Amount | | 7,894.26 | |

Rupees : Seven Thousand Eight Hundred Ninty Four and Paise Twenty Six Only.

SUMMIT SALES LLP R.R. DIST. INWARD No: 98980 Date: 15/9/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

 12-09-2022 1:52:15 PM

91817
01.09.22 11:03:47

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 91817 | 184597 |
| | **Doc Date** | 12-09-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 10-09-2022 | |
| 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 | 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos | 30.00 | 5.00 | 0.00 | 18.00 | 177.00 |
| 2 | 273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos | 20.00 | 6.00 | 0.00 | 18.00 | 141.60 |
| 3 | 913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos | 10.00 | 6.00 | 0.00 | 18.00 | 70.80 |
| 4 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos *32mm-10* | 10.00 | 39.00 | 0.00 | 18.00 | 460.20 |
| 5 | 466300 - STAT-Stationary - Paper A4-- - - - Bundles | 12.00 | 231.00 | 0.00 | 12.00 | 3,104.64 |
| 6 | 532900 - STAT-Stationary - Whitners-- - - - Nos | 5.00 | 21.00 | 0.00 | 18.00 | 123.90 |
| 7 | 895100 - STAT-Stationary - Stapler Big-45-- - - - Nos | 2.00 | 195.00 | 0.00 | 18.00 | 460.20 |
| 8 | 416300 - STAT-Stationary - Punch Big-- - - - Nos | 2.00 | 157.00 | 0.00 | 18.00 | 370.52 |
| 9 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes *small* | 10.00 | 6.00 | 0.00 | 18.00 | 70.80 |
| 10 | 979900 - STAT-Stationary - File folder-L-- - - - Nos | 60.00 | 5.50 | 0.00 | 18.00 | 389.40 |
| 11 | 522200 - STAT-Stationary - Scribling Pads-- - - - Nos | 15.00 | 15.00 | 0.00 | 18.00 | 265.50 |
| 12 | 390200 - COMP-Peripherals - Ink Cartidge-Black- - - - Nos | 2.00 | 700.00 | 0.00 | 18.00 | 1,652.00 |
| 13 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes *big* | 10.00 | 19.50 | 0.00 | 18.00 | 230.10 |
| 14 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos *25mm* | 10.00 | 32.00 | 0.00 | 18.00 | 377.60 |
| | | | | **Total Order Value . . .** | | **7,894.26** |

Rupees : Seven Thousand Eight Hundred Ninty Four and Paise Twenty Six Only.

Terms and Conditions :-

For ***Silver Oak Villas LLP***

Authorised Signatory

Venu 13/09/22

Name : ______

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name | Silver oak villas LLP | | |
| Site & Phase | SOV-III | Date | 10.06.2022 |
| Flat/Block no | For office use purpose | Time | 11.00 |
| Supplier | | | |
| Material required before date | urgent | Req No | 184597 |
| | | ID No | 79661 |

| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
|---|---|---|---|---|---|---|
| 1 | STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos | 30 nos | 0 | 30 nos | | |
| 2 | STAT2733-Stationary-pen-black color-Cello Fine grip--Nos | 20nos | 0 | 20nos | | |
| 3 | STAT9137-Stationary-pen-Red color-Cello Fine grip--Nos | 10nos | 0 | 10nos | | |
| 4 | STAT8366-Stationary-Binder Clips ---15to25mm&32 mm-Nos | 20nos | 0 | 20nos | | |
| 5 | STAT4663-Stationary-Paper A4----Bundles | 12bundles | 0 | 12bundles | | |
| 6 | STAT5329-Stationary-Whitners----Nos | 5nos | 0 | 5nos | | |
| 7 | STAT8951-Stationary-Stapler Big-45----Nos | 2nos | 0 | 2nos | | |
| 8 | STAT4163-Stationary-Punch Big----Nos | 2nos | 0 | 2nos | | |
| 9 | STAT7883-Stationary-Stapler Pins-10----Boxes | 20boxes | 0 | 20boxes | | |
| 10 | STAT 3902 COMP5058-Peripherals-Ink Tank Printer--Epson-M205--Nos | 2nos | 0 | 2nos | | |
| 11 | STAT9799-Stationary-File folder-L----Nos | 60nos | 0 | 12nos | | |
| 12 | STAT5222-Stationary-Scribling Pads----Nos | 15nos | | 15nos | | |

91817

Remarks: For office use purpose (Stapler pins Big & Small)

| | Engineer | Project Manager | Purchase | MD |
|---|---|---|---|---|
| Prepared By: | K.Tulasi Ram | | | |
| Approved By: | | | | |
| Sign & Date: | | | | |

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**

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. | 21986 |
| DC Date. | 14-09-2022 |
| PO No. | 91817 |
| PO Date. | 12-09-2022 |
| Req ID | 79661 |
| Req Date | 10-09-2022 |
| Loc Req No | 184597 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos | 960899 | 30 |
| 2 | 273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos | 960899 | 20 |
| 3 | 913700 - STAT-Stationary - pen-Red color-Cello Fine grip - - - Nos | 960899 | 10 |
| 4 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos | 83059020 | 10 |
| 5 | 466300 - STAT-Stationary - Paper A4-- - - - Bundles | 48025690 | 12 |
| 6 | 532900 - STAT-Stationary - Whitners-- - - - Nos | 960899 | 5 |
| 7 | 895100 - STAT-Stationary - Stapler Big-45-- - - - Nos | 84729010 | 2 |
| 8 | 416300 - STAT-Stationary - Punch Big-- - - - Nos | 84624910 | 2 |
| 9 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes | 84729010 | 10 |
| 10 | 979900 - STAT-Stationary - File folder-L-- - - - Nos | 48203000 | 60 |
| 11 | 522200 - STAT-Stationary - Scribling Pads-- - - - Nos | 48201020 | 15 |
| 12 | 390200 - COMP-Peripherals - Ink Cartidge-Black- - - - Nos | 321511 | 2 |
| 13 | 788300 - STAT-Stationary - Stapler Pins-10-- - - - Boxes | 84729010 | 10 |
| 14 | 836600 - STAT-Stationary - Binder Clips -- - 15mm - Nos | 83059020 | 10 |
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD

| | |
|---|---|
| Inward No: 2733 | Dt: 14/9/22 |
| MRN No: 11701 | Dt: 15/9/21 |
| Received By: | Sign: |

(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST.

INWARD No: 82826 Date: 17/9/22 Sign:

# Purchase Order

 12-09-2022 1:52:15 PM Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| **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<br>Sy .No.11,12,14,15,16,17,18 , 294<br>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 |
| **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

Venu 13/09/22

Name : ____________________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____