PURCHASE DIVISION
Advice for approval for credit to supplier

9403

| | | | | | |
|---|---|---|---|---|---|
| Date: | 11/10/22 | Prepared by | Ramya | Serial no. | 9403 |
| Supplier name | SSLLP | | | HO inward no. | |
| Firm/Company | SOVLLP | Project | SOV-iii | HO received date | |
| PO/WO date | 29/09/22 | PO/WO No. | 92440 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 26258 | 07/10/22 | 1,602/- | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | | 1,602/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | | | |
| MRN nos.: | 112497 | 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: | | | 1,602/- |
| Amount E – PO / WO value: | | | 6,926/- |
| Amount F – Difference (A – E): | | | 5,324/- |
| 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 | 17/10/22 | | |
| Remarks: | Final Bill | | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | Ramya | | | | |
| Date | 11/10/22 | | | | |
| 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

ORIGINAL INVOICE

# 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

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



| **Customer Details** | | |
|---|---|---|
| Silver Oak Villas LLP | Invoice No. | 26258 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | Invoice Date. | 07-10-2022 |
| | PO No. | 92440 |
| | PO Date. | 29-09-2022 |
| | Req ID | 80076 |
| GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A | Req Date | 26-09-2022 |
| | Loc Req No | 184662 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 281119 | 6 | 21.00 | 126.00 | 18 | 22.68 |
| 2 | 670300 - CONS-Consumables - Colin 500 ml-- - - - | 84807900 | 6 | 55.00 | 330.00 | 18 | 59.40 |
| 3 | 722700 - CONS-Consumables - Air Freshner-- - - - | 96161010 | 6 | 88.00 | 528.00 | 18 | 95.04 |
| 4 | 659600 - CONS-Consumables - Bombay Brooms Big | 96032900 | 5 | 88.20 | 441.00 | 0 | 0.00 |
| 5 | | | | | | | |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 1,425.00 | 177.12 |
| | 88.56 | 88.56 | Total Invoice Amount | 1,602.12 | |

Rupees : One Thousand Six Hundred Two and Paise Twelve Only.

SUMMIT SALES LLP
IN WARD
No: 106626
Date: 7/10/22
Sign:

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 04-10-2022 12:09:55

92440
16.09.22 3:27:07

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** | 92440 | 184662 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 29-09-2022 | |
| | **Quote No** | nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 26-09-2022 | |
| 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 | 639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos | 6.00 | 60.00 | 0.00 | 18.00 | 424.80 |
| 2 | 661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos | 12.00 | 16.75 | 0.00 | 5.00 | 211.05 |
| 3 | 283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos | 6.00 | 88.20 | 0.00 | 18.00 | 624.46 |
| 4 | 974800 - CONS-Consumables - Detergent powder-- - 500gms - pkts | 3.00 | 32.00 | 0.00 | 18.00 | 113.28 |
| 5 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 12.00 | 21.00 | 0.00 | 18.00 | 297.36 |
| 6 | 649300 - CONS-Consumables - Mopping cloth-- - - - Nos | 12.00 | 16.75 | 0.00 | 5.00 | 211.05 |
| 7 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 12.00 | 55.00 | 0.00 | 18.00 | 778.80 |
| 8 | 767300 - CONS-Consumables - Detergent --Vim - - - Nos | 3.00 | 53.00 | 0.00 | 18.00 | 187.62 |
| 9 | 998900 - CONS-Consumables - Phinyl-- - 1 Ltr - Nos | 6.00 | 52.00 | 0.00 | 18.00 | 368.16 |
| 10 | 663900 - CONS-Consumables - Handwash liquid-- - - - Nos | 6.00 | 88.00 | 0.00 | 18.00 | 623.04 |
| 11 | 722700 - CONS-Consumables - Air Freshner-- - - - Nos | 6.00 | 88.00 | 0.00 | 18.00 | 623.04 |
| 12 | 668900 - CONS-Consumables - Wiper-- - - - Nos | 6.00 | 52.00 | 0.00 | 18.00 | 368.16 |
| 13 | 659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos | 15.00 | 88.20 | 0.00 | 0.00 | 1,323.00 |
| 14 | 656400 - CONS-Consumables - Bombay Brooms Small-- - - Nos | 20.00 | 10.00 | 0.00 | 0.00 | 200.00 |
| 15 | 462900 - CONS-Consumables - Cleaning Brush-- - - - Nos | 3.00 | 50.00 | 0.00 | 18.00 | 177.00 |
| 16 | 905700 - CONS-Consumables - Coconut Brooms-- - - - Nos | 20.00 | 16.75 | 0.00 | 18.00 | 395.30 |
| | | | | **Total Order Value . . .** | | **6,926.12** |

Rupees : Six Thousand Nine Hundred Twenty Six and Paise Twelve Only.

DELIVERY DETAILS

| S.no. | Bill no. | Bill Dt. | Amount |
|---|---|---|---|
| 1. | 26235 | 04/10/22 | 5,324 |
| 2. | | | |
| 3. | | | |
| 4. | | | |

For ***Silver Oak Villas LLP***

Authorised Signatory

Verma 04/10/22

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

# Purchase Order

 04-10-2022 12:09:55 Original / Office Copy / Purchase Div.Copy

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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 Cost** | 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 offce 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 : Venny 04/10/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

| Requisition Form | | | | | | |
|---|---|---|---|---|---|---|
| Company Name: | Silver Oak Villas | Date: | 26-09-2022 | | | |
| Site & Phase : | SOV-III | Time: | 12:00 | | | |
| Unit No./Block No. | For Site use | | | | | |
| Supplier: | | Req. No. | 184662 | | | |
| Material required before date: | Urgent | ID No. | 80076 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS6394-Consumables-Toilet cleaner--Harpic-500-ml | 6nos | 0 | 6nos | | |
| 2 | CONS6615-Consumables-Cleaning Cloth----Nos | 12nos | 0 | 12nos | | |
| 3 | CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos | 6nos | 0 | 6nos | | |
| 4 | CONS9748-Consumables-Detergent powder---500-Gms | 5nos | 0 | 5nos | | |
| 5 | CONS8187-Consumables-Mopping Sitck----Nos | 12nos | 0 | 12nos | | |
| 6 | CONS6493-Consumables-Mopping cloth----Nos 92440 | 12nos | 0 | 12nos | | |
| 7 | CONS6703-Consumables-Colin 500 ml----Nos | 12nos | 0 | 12nos | | |
| 8 | CONS7673-Consumables-Detergent --Vim --Nos | 5nos | 0 | 5nos | | |
| 9 | CONS9989-Consumables-Phinyl---1 Ltr-Nos | 6nos | 0 | 6nos | | |
| 10 | CONS6639-Consumables-Handwash liquid----Nos | 12nos | 0 | 12nos | | |
| 11 | CONS7227-Consumables-Air Freshner----Nos | 6nos | 0 | 6nos | | |
| 12 | CONS6689-Consumables-Wiper----Nos | 6nos | 0 | 6nos | | |
| 13 | CONS6596-Consumables-Bombay Brooms Big ----Nos | 30nos | 0 | 30nos | | |
| 14 | CONS6564-Consumables-Bombay Brooms Small----Nos | 20nos | 0 | 20nos | | |
| 15 | CONS4629-Consumables-Cleaning Brush----Nos | 3nos | 0 | 3nos | | |
| 16 | CONS9057-Consumables-Coconut Brooms----Nos | 20nos | 0 | 20nos | | |
| 17 | CONS9692-Consumables-Plastic Covers----Nos | 12nos | 0 | 12nos | | |
| Remarks: | For Site use purpose | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | K.Tulasi Rani | | | | | |
| Approved By: | | | | | | |
| Sign & Date: | | | | | | |

APPROVED
01 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE

| | | | | | | |
|---|---|---|---|---|---|---|
| Requisition Form | | | | | | |
| Company Name: | Silver Oak Villas | Date: | 26-09-2022 | | | |
| Site & Phase : | SOV-III | Time: | 12:00 | | | |
| Unit No./Block No. | For Site use | | | | | |
| Supplier: | | Req. No. | 184662 | | | |
| Material required before date: | Urgent | ID No. | 80076 | | | |
| S No | Item | Qty required | Qty available at site | Order Qty | Inward No | Inward Date |
| 1 | CONS6394-Consumables-Toilet cleaner--Harpic-500-ml | 6nos | 0 | 6nos | | |
| 2 | CONS6615-Consumables-Cleaning Cloth----Nos | 12nos | 0 | 12nos | | |
| 3 | CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos | 6nos | 0 | 6nos | | |
| 4 | CONS9748-Consumables-Detergent powder---500-Gms | 5nos | 0 | 5nos | | |
| 5 | CONS8187-Consumables-Mopping Sitck----Nos | 12nos | 0 | 12nos | | |
| 6 | CONS6493-Consumables-Mopping cloth----Nos 92440 | 12nos | 0 | 12nos | | |
| 7 | CONS6703-Consumables-Colin 500 ml----Nos | 12nos | 0 | 12nos | | |
| 8 | CONS7673-Consumables-Detergent --Vim --Nos | 5nos | 0 | 5nos | | |
| 9 | CONS9989-Consumables-Phinyl---1 Ltr-Nos | 6nos | 0 | 6nos | | |
| 10 | CONS6639-Consumables-Handwash liquid----Nos | 12nos | 0 | 12nos | | |
| 11 | CONS7227-Consumables-Air Freshner----Nos | 6nos | 0 | 6nos | | |
| 12 | CONS6689-Consumables-Wiper----Nos | 6nos | 0 | 6nos | | |
| 13 | CONS6596-Consumables-Bombay Brooms Big ----Nos | 30nos | 0 | 30nos | | |
| 14 | CONS6564-Consumables-Bombay Brooms Small----Nos | 20nos | 0 | 20nos | | |
| 15 | CONS4629-Consumables-Cleaning Brush----Nos | 3nos | 0 | 3nos | | |
| 16 | CONS9057-Consumables-Coconut Brooms----Nos | 20nos | 0 | 20nos | | |
| 17 | CONS9692-Consumables-Plastic Covers----Nos | 12nos | 0 | 12nos | | |
| Remarks: | For Site use purpose | | | | | |
| | | | | | | |
| | Engineer | Project Manager | | Purchase | | MD |
| Prepared By: | K.Tulasi Rani | | | | | |
| Approved By: | | | | | | |
| Sign & Date: | | | | | | |

APPROVED
01 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE

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 | DC No. | 22375 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | DC Date. | 07-10-2022 |
| | PO No. | 92440 |
| | PO Date. | 29-09-2022 |
| | Req ID | 80076 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 26-09-2022 |
| | Loc Req No | 184662 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 471700 - CONS-Consumables - Acid-- - 1Ltr - Nos | 281119 | 6 |
| 2 | 670300 - CONS-Consumables - Colin 500 ml-- - - - Nos | 84807900 | 6 |
| 3 | 722700 - CONS-Consumables - Air Freshner-- - - - Nos | 96161010 | 6 |
| 4 | 659600 - CONS-Consumables - Bombay Brooms Big -- - - - Nos | 96032900 | 5 |
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INWARD
Inward No: 1855 Dt: 7/10/22
MRN No: 112492 Dt: 7/10/22
Received By: Sign:
(Silver Oak Villas Part-III)

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 83351
Date: 8/10/22
Sign:
R.R. DIST.