E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/10/22	Prepared by	Ramya	Serial no.	9313
Supplier name	SSLLP			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-iii	HO received date	
PO/WO date	15/10/22	PO/WO No.	92990	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	26552	21/10/22	650/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	650/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	113023	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:	650/-
Amount E – PO / WO value:	650/-
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	31/10/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	22/10/22				
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.	26552
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	21-10-2022
	PO No.	92990
	PO Date.	15-10-2022
	Req ID	80634
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	14-10-2022
	Loc Req No	184703

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	875300 - STAT-Stationary - Ring Binder Files-- -	48203000	2	187.00	374.00	18	67.32
2	369200 - STAT-Stationary - CD Marker-- - - - Nos green &red colour	96082000	5	18.90	94.50	18	17.02
3	485500 - STAT-Stationary - Erazers-- - - - Nos	401692	12	1.50	18.00	18	3.24
4	772600 - STAT-Stationary - Stamp Pad-- - - - Nos	96122000	2	32.00	64.00	18	11.52
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	550.50		99.10
	49.55	49.55	Total Invoice Amount	649.59		

Rupees : Six Hundred Fourty Nine and Paise Fifty Nine Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10061 Date: 21/10/22 Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

    15-10-2022 17:21:24   opy

92990
11.10.22 11:08:40

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	92990	184703
	Doc Date	15-10-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-10-2022	
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	875300 - STAT-Stationary - Ring Binder Files-- - A3&A5 - Nos	2.00	187.00	0.00	18.00	441.32
2	369200 - STAT-Stationary - CD Marker-- - - - Nos *green &red colour*	5.00	18.90	0.00	18.00	111.51
3	485500 - STAT-Stationary - Erazers-- - - - Nos	12.00	1.50	0.00	18.00	21.24
4	772600 - STAT-Stationary - Stamp Pad-- - - - Nos	2.00	32.00	0.00	18.00	75.52
				Total Order Value . . .		**649.59**

Rupees : Six Hundred Fourty Nine and Paise Fifty Nine Only.

Terms and Conditions :-

Specification / Brand	All items shall be of branded
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 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 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

Jeevan 15/10/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas LLP	Date:	14-10-2022			
Site & Phase :	SOV-III	Time:	11:30			
Unit No./Block No.	Office Use Purpose					
Supplier:		Req. No.	184703			
Material required before date:	17-10-2022	ID No.	80634			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT8753-Stationary-Ring Binder Files---A3&A5-Nos	2nos	0	2nos		
2	STAT3692-Stationary-CD Marker----Nos	5nos	0	5nos		
3	STAT4855-Stationary-Erazers----Nos 92990	12nos	0	12nos		
4	STAT7726-Stationary-Stamp Pad----Nos	2nos	0	2nos		
5						
6						
7						
8						
9						
10						
Remarks:	For Drawings and Circulars Maintaining purpose and stationary for office CD marker Green and red colour					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Tulasi Rani					
Approved By:						
Sign & Date:						

APPROVED
19 OCT 2022
P. VENKATESHWARLU
MANAGER PURCHASE

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Silver oak Villas LLP	DC No.	:	5128
	Date	:	21/10/22
Site: Sy.No- 15 to 18	Vehicle No.	:	TS10UB3123
	P.O. / W.O. No.	:	92990
Chilapally Hyd	P.O. / W.O. Date	:	15/10/22

Sl. No.	PARTICULARS	Quantity
1	Ring Binder file A3 & A5	2 No
2	CD marker Red & green	5 No
3	Erasers	12 No
4	Stamp Pad	2 No
5		
6		
7		
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20		

INWARD
Inward No: 2917 Dt: 21/10/22
MRN No: 113023 Dt: 21/10/22
Received By:
Sign:

GSTIN : 36AOBFS3288A2Z7

Received the above materials in good condition.

Received by : Nandan
Stamp: P.Raj

Date : 21/10

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 83733
Date: 22/10/22
Sign:

For SUMMIT SALES LLP

Authorised Signatory