PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	13/11/22	Prepared by	Sneha	Serial no.	10328
Supplier name	Summit Sales Up			HO inward no.	
Firm/Company	SOV Up	Project	SOV part-II	HO received date	
PO/WO date	31/10/22	PO/WO No.	93401	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	26846	9/11/22	623.04/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	623.04/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 113609 — 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:	623.04/-
Amount E – PO / WO value:	4,042.58/-
Amount F – Difference (A – E):	3,419.54/-
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	21/11/22
Remarks:	– final bill –

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha				
Sign:	[signature]				
Date	13/11/22				
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

ORIGINAL INVOICE

Email: purchasc@modipropcrtics.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	26846
Silver Oak Villas LLP	Invoice Date.	09-11-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	93401
	PO Date.	31-10-2022
	Req ID	81007
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	31-10-2022
	Loc Req No	184734

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	722700 - CONS-Consumables - Air Freshner-- - - -	96161010	6	88.00	528.00	18	95.04
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	528.00	95.04
	47.52	47.52	Total Invoice Amount	623.04	

Rupees : Six Hundred Twenty Three and Paise Four Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 10166 Date: 9/11/22 Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 31-10-2022 10:37:26

Copy

93401
18.10.22 2:23:38

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**	93401	184734
	Doc Date	31-10-2022	
	Quote No	Nill	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-10-2022	
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	462900 - CONS-Consumables - Cleaning Brush-- - - - Nos	3.00	50.00	0.00	18.00	177.00
2	639400 - CONS-Consumables - Toilet cleaner--Harpic - 500ml - Nos	2.00	60.00	0.00	18.00	141.60
3	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	12.00	16.75	0.00	5.00	211.05
4	283000 - CONS-Consumables - Floor cleaner --Lizol - 1-lts - Nos	6.00	88.20	0.00	18.00	624.46
5	471700 - CONS-Consumables - Acid-- - 1Ltr - Nos	10.00	21.00	0.00	18.00	247.80
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	4.00	84.00	0.00	18.00	396.48
8	663900 - CONS-Consumables - Handwash liquid-- - - - Nos	4.00	88.00	0.00	18.00	415.36
9	668900 - CONS-Consumables - Wiper-- - - - Nos	3.00	105.00	0.00	18.00	371.70
10	722700 - CONS-Consumables - Air Freshner-- - - - Nos	6.00	88.00	0.00	18.00	623.04
11	722700 - CONS-Consumables - Air Freshner-- - - - Nos *(Odinil)*	6.00	88.00	0.00	18.00	623.04
			Total Order Value . . .			**4,042.58**

Rupees : Four Thousand Fourty Two and Paise Fifty Eight 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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	26665	1/11/22	3,419.54/-
2.			
3.			
4.			
5.			

For ***Silver Oak Villas LLP***

Authorised Signatory

Veeresh 31/10/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________ Name : ____________ Date : __/__/____

Contact

Purchase Order

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 and sales office cleaning work 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

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact

Requisition Form							
Company Name:	Silver Oak villas LLP	Date:	29-10-2022				
Site & Phase :	Sov-III	Time:	11:00				
Unit No./Block No.	For site use purpose						
Supplier:		Req. No.	184734				
Material required before date:	01-11-2022	ID No.	81007				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS4629-Consumables-Cleaning Brush----Nos	3	0	3			
2	CONS6394-Consumables-Toilet cleaner--Harpic-500ml-Nos	2	0	2			
3	CONS6615-Consumables-Cleaning Cloth----Nos	12	0	12			
4	CONS2830-Consumables-Floor cleaner --Lizol-1-lts-Nos	6	0	6			
5	CONS4717-Consumables-Acid---1Ltr-Nos	10	0	10			
6	CONS6493-Consumables-Mopping cloth----Nos	12	0	12			
7	CONS6703-Consumables-Colin 500 ml----Nos	4	0	4			
8	CONS6639-Consumables-Handwash liquid----Nos 92401	4	0	4			
9	CONS6689-Consumables-Wiper----Nos	3	0	3			
10	CONS7227-Consumables-Air Freshner----Nos	6	0	6			
	CONS7227-Consumables-Air Freshner----Nos (odonil).	6	0	6			
Remarks:	For siteoffice and sales office cleaning use purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.MEENAKSHI GOUD		APPROVED				
Approved By:			29 OCT 2022				
Sign & Date:	16-09-2022		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.	22846
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	09-11-2022
	PO No.	93401
	PO Date.	31-10-2022
	Req ID	81007
GSTIN : 36ADBFS3288A2Z7	Req Date	31-10-2022
	Loc Req No	184734

	Description of Goods	HSN/SAC	Qty
1	722700 - CONS-Consumables - Air Freshner-- - - - Nos	96161010	6
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INWARD
Inward No: 3009 Dt: 9/11/22
MRN No: 113609 Dt: 9/11/22
Received By: Sign:
(Silver Oak Villas-Part-III)

SUMMIT SALES LLP R.R. DIST.
INWARD No: 84152 Date: 12/11/22 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction