PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19-12-22	Prepared by	S. Jaysudha	Serial no.	11852
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SOV LLP	Project	SOV part-III	HO received date	
PO/WO date	17-11-22	PO/WO No.	94072	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27089	21-11-22	2,995/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,995/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114109	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:	2,995/-
Amount E – PO / WO value:	4,582/-
Amount F – Difference (A – E):	1,587/-
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	26-12-22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		[signature]			
Sign:		APPROVED			
Date		20 DEC 2022			
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 ORIGINAL INVOICE

#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	Invoice No.	27089
Silver Oak Villas LLP	Invoice Date.	21-11-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	94072
	PO Date.	17-11-2022
	Req ID	81581
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	15-11-2022
	Loc Req No	184794

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	3	42.00	126.00	12	15.12
2	164300 - STAT-Stationary - Binder Clips-- - 20mm -	83059020	2	38.00	76.00	18	13.68
3	682300 - STAT-Stationary - Box File Small-- - - -	481960	2	36.00	72.00	18	12.96
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	6	280.00	1,680.00	12	201.60
5	7572 - Stationery - other - Punch - 16mm - nos		2	190.00	380.00	18	68.40
6	600200 - STAT-Stationary - Box File Big-- - - - Nos	481960	5	44.00	220.00	18	39.60
7	537500 - STAT-Stationary - Sharpners-- - - - Nos	82141010	1	3.00	3.00	12	0.36
8	273300 - STAT-Stationary - pen-black color-Cello	960899	12	6.00	72.00	18	12.96
9	485500 - STAT-Stationary - Erazers-- - - - Nos	401692	1	1.50	1.50	18	0.28
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,630.50		364.96
	182.48	182.48	Total Invoice Amount		2,995.45	

Rupees : Two Thousand Nine Hundred Ninty Five and Paise Fourty Five Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP IN WARD No: 101639 Date: 21/11/22 Sign: R.R.D.

Subject to Hyderabad Jurisdiction

 17-11-2022 15:18:52

Purchase Order

94072
15.11.22 1:41:01

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	94072	184794
Doc Date	17-11-2022	
Quote No	Nill	
Quote Date	15-11-2022	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	111200 - STAT-Stationary - Pencil-- - - - Boxes	3.00	42.00	0.00	12.00	141.12
2	164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos	2.00	38.00	0.00	18.00	89.68
3	682300 - STAT-Stationary - Box File Small-- - - - Nos	2.00	36.00	0.00	18.00	84.96
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles	12.00	280.00	0.00	12.00	3,763.20
5	7572 - Stationery - other - Punch - 16mm - nos	2.00	65.00	0.00	18.00	153.40
6	600200 - STAT-Stationary - Box File Big-- - - - Nos	5.00	44.00	0.00	18.00	259.60
7	537500 - STAT-Stationary - Sharpners-- - - - Nos	1.00	3.00	0.00	12.00	3.36
8	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	12.00	6.00	0.00	18.00	84.96
9	485500 - STAT-Stationary - Erazers-- - - - Nos	1.00	1.50	0.00	18.00	1.77
					Total Order Value . . .	**4,582.05**

Rupees : Four Thousand Five Hundred Eighty Two and Paise Five Only.

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 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

PART DELIVERY DETAILS

S.no.	Bill no.		Amount
1.	29/11/22	29/11/22 ~~1,882~~	1,882/-
2.	27089	21/11/22	2,995
3.			
4.			
5.			

For ***Silver Oak Villas LLP***
Authorised Signatory
Venky 18/11/22

Name : ____________

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

17-11-2022 15:18:52

Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications.For site office use purpose.Above order site use 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

Verma 18/11/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________________ Name : ______________________________ Date : __/__/____

Requisition Form						
Company Name:	SOV LLP	Date:	15-11-2022			
Site & Phase :	SOV-III	Time:	12:30			
Unit No./Block No.	For Office Use purpose					
Supplier:		Req. No.	184794			
Material required before date:	18-11-2022	ID No.	81581			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	STAT8753-Stationary-Pencil----Boxes	3boxes	0	3boxes		
2	STAT3692-Stationary-Binder Clips ---20mm-Nos	2boxes	0	2boxes		
3	STAT4855-Stationary-Box File Small----Nos	2nos	0	2nos		
4	STAT5901-Stationary-Paper A4----Bundles	12Bundles	0	12Bundles		
5	STAT7883-Stationary-Punch 16 mm----Nos	2nos	0	2nos		
6	STAT1083-Stationary-Box File Big----Nos	5nos	0	5nos		
7	STAT1887-Stationary-Sharpners----Nos	1Box	0	12nos		
8	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos	12nos	0	12nos		
9	STAT1670-Stationary-Erazers----Nos	1Box	0	12nos		
10						
Remarks:	For Office Use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Tulasi Rani					
Approved By:						
Sign & Date:						

90072

APPROVED
15 NOV 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	DC No.	23087
Silver Oak Villas LLP	DC Date.	21-11-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	94072
	PO Date.	17-11-2022
	Req ID	81581
	Req Date	15-11-2022
GSTIN : 36ADBFS3288A2Z7	Loc Req No	184794

	Description of Goods	HSN/SAC	Qty
1	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	3
2	164300 - STAT-Stationary - Binder Clips-- - 20mm - Nos	83059020	2
3	682300 - STAT-Stationary - Box File Small-- - - - Nos	481960	2
4	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	6
5	7572 - Stationery - other - Punch - 16mm - nos		2
6	600200 - STAT-Stationary - Box File Big-- - - - Nos	481960	5
7	537500 - STAT-Stationary - Sharpners-- - - - Nos	82141010	1
8	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	960899	12
9	485500 - STAT-Stationary - Erazers-- - - - Nos	401692	1
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23	INWARD		
24	Inward No: 3057 Dt: 21/11/22		
25	MRN No: 114109 Dt: 21/11/22		
26	Received By: Sign:		
27			
28	(Silver Oak Villas-Part-III)		
29			
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 24659 Date: 5/12/22 Sign: