PURCHASE DIVISION

Advice for approval for credit to supplier

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Date:	6-01-23	Prepared by	S. JaySudha	Serial no.	**12844**
Supplier name	Summit Sales LLp			HO inward no.	
Firm/Company	Sov LLp	Project	Sov part-III	HO received date	
PO/WO date	30-12-22	PO/WO No.	95644	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27981	31-12-22	359/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	359/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115789	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:	359/-
Amount E – PO / WO value:	359/-
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	16-01-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		[signature]			
Sign:		APPROVED			
Date		06 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. VENKATESHWARLU
MANAGER - PURCHASE

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 Date.	31-12-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	95644
	PO Date.	30-12-2022
	Req ID	82971
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	29-12-2022
	Loc Req No	184957

Invoice No. 27981

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	348500 - COMP-Peripherals - Mouse-- - - - Nos	84716060	1	304.50	304.50	18	54.80
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	304.50		54.80
	27.40	27.40	Total Invoice Amount	359.31		

Rupees : Three Hundred Fifty Nine and Paise Thirty One Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP IN WARD No: 1034461 Date: 31/12/22 Sign: R.R. DIST.

Purchase Order

 30-12-2022 17:38:36

95644
27.12.22 3:29:43

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**	95644	184957
	Doc Date	30-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-12-2022	
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	348500 - COMP-Peripherals - Mouse-- - - - Nos	1.00	304.50	0.00	18.00	359.31
					Total Order Value . . .	**359.31**

Rupees : Three Hundred Fifty Nine and Paise Thirty One Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After delivery and production of bill
Tax	GST included in the above prices
Delivery Date	With in a 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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order for Audit susheel sir purpose.
Completion Date	Nil
Measurment	Nil
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

Veenl

Name : ____________

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	29-12-2022				
Site & Phase :	SOV-III	Time:	17:00				
Unit No. Block No.	For Audit Shusheel sir Purpose						
Supplier:		Req. No.	184957				
Material required before date:	urgent	ID No.	82971				
S.No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	COMP8274-Peripherals-Mouse----Nos	1	-	1			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	For Audit Shusheel sir Purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	B.Meenakshi						
Approved By:	K.Purshotham						
Sign & Date:	29-12-2022						

p.o.no. 95644

APPROVED
30 DEC 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.	23854
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	31-12-2022
	PO No.	95644
	PO Date.	30-12-2022
	Req ID	82971
GSTIN : 36ADBFS3288A2Z7	Req Date	29-12-2022
	Loc Req No	184957

	Description of Goods	HSN/SAC	Qty
1	348500 - COMP-Peripherals - Mouse-- - - - Nos	84716060	1
2			
3			
4			
5			
6			
7			
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29			
30			

INWARD
Inward No: 3294 Dt: 4/1/23
MRN No: 115789 Dt: 4/1/23
Received By: Sign:
(Silver Oak Villas-Part-III)

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 3544
Date: 6/1/23
Sign:

for Summit Sales LLP

Authorised signatory