PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	21-01-23	Prepared by	S. JaySudha	Serial no.	13555
Supplier name	Summit Sales Llp			HO inward no.	
Firm/Company	SOV Llp	Project	SOV part-III	HO received date	
PO/WO date	19-01-23	PO/WO No.	96249	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28321	19-01-23	5,364/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,364/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	116448	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:	5,364/-
Amount E – PO / WO value:	8,679/-
Amount F – Difference (A – E):	3,315/-
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	30-01-23
Remarks:	part bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		✓ [signature]			
Sign:		APPROVED			
Date		23 JAN 2023			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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

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.	28321
Silver Oak Villas LLP	Invoice Date.	19-01-2023
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	96249
	PO Date.	19-01-2023
	Req ID	83508
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	17-01-2023
	Loc Req No	212020

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	162400 - CONS-Consumables - Keychain+rings-- - -	83089039	50	5.00	250.00	18	45.00
2	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	39269099	50	8.82	441.00	18	79.38
3	451000 - GENE-General Items - GI Buckets-- - - -	732690	6	125.00	750.00	18	135.00
4	411900 - CHEM-Chemical - Tile grout cement	38245090	25	50.40	1,260.00	18	226.80
5	625100 - CHEM-Chemical - Tile grout cement	38245090	25	50.40	1,260.00	18	226.80
6	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	2	280.00	560.00	12	67.20
7	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	25090000	10	6.30	63.00	0	0.00
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	4,584.00		780.18
	390.09	390.09	Total Invoice Amount	5,364.18		

Rupees : Five Thousand Three Hundred Sixty Four and Paise Eighteen Only.

for Summit Sales LLP

SUMMIT SALES LLP IN WARD No: 10464 Date: 19/1/23 Sign: R.R. DIST.

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 19-01-2023 10:26:36 C 96249
10.01.23 4:03:10

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**	96249	212020
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	19-01-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	17-01-2023	
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	162400 - CONS-Consumables - Keychain+rings-- - - - Nos	50.00	5.00	0.00	18.00	295.00
2	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	50.00	8.82	0.00	18.00	520.38
3	451000 - GENE-General Items - GI Buckets-- - - - Nos	6.00	125.00	0.00	18.00	885.00
4	425900 - PAWC-Paints - White cement--JK - 25Kgs - bags	5.00	561.75	0.00	18.00	3,314.33
5	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	25.00	50.40	0.00	18.00	1,486.80
6	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	25.00	50.40	0.00	18.00	1,486.80
7	466300 - STAT-Stationary - Paper A4-- - - - Bundles	2.00	280.00	0.00	12.00	627.20
8	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	10.00	6.30	0.00	0.00	63.00
				Total Order Value . . .		**8,678.51**

Rupees : Eight Thousand Six Hundred Seventy Eight and Paise Fifty One Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	28321	19-01-23	5,364/-
2.			
3.			
4.			
5.			

For ***Silver Oak Villas LLP***

Authorised Signatory

Veer

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

 19-01-2023 10:26:36 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site & sales use 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 deli vary /DC can be sent by email.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	SILVER OAK VILLAS LLP	Date:	17-01-2023			
Site & Phase :	SOV-III	Time:	12:00			
Unit No./Block No.	For Site Office & Sales Office Use purpose					
Supplier:		Req. No.	212020			
Material required before date:	20-01-2023	ID No.	83508			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CONS3661-Consumables-Keychain+rings----Nos	50Nos		50Nos		
2	STAT7726-Stationary-Plastic Cards----Nos	50Nos		50Nos		
3	GENE2337-General Items-GI Buckets----Nos	6Nos		6Nos		
4	PAIN3462-Paints-White cement--JK-25Kgs-Bags	5Bags		5Bags		
5	CHEM1579-Chemical-Tile grout cement based-White--1Kg-Kgs	25Nos		25Nos		
6	CHEM7736-Chemical-Tile grout cement based-Silk--1Kg-Kgs	25Nos		25Nos		
7	CONS4324-Consumables-Plastic Tray----Nos	2Nos		2Nos		
8	STAT5901-Stationary-Paper A4----Bundles	12Nos		12Nos		
9	STAT3400-Stationary-Chalk Piece----Boxes	10Boxes		10Boxes		
10						
Remarks:	For Site Office & Sales Office Use purpose (Odonil)					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Tulasi Rani			18 JAN 2023		
Approved By:	K.Purshotham					
Sign & Date:	17-01-2023					

PO.no. 96249

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	24174
Silver Oak Villas Part III, Sy No 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date	19-01-2023
	PO No	96249
	PO Date	19-01-2023
	Req ID	83508
	Req Date	17-01-2023
GSTIN : 36ADBFS3288A2Z7	Loc Req No	212020

	Description of Goods	HSN/SAC	Qty
1	162400 - CONS-Consumables - Keychain+rings-- - - - Nos	83089039	50
2	590100 - STAT-Stationary - Plastic Cards-- - - - Nos	39269099	50
3	451000 - GENE-General Items - GI Buckets-- - - - Nos	732690	6
4	411900 - CHEM-Chemical - Tile grout cement based-White-MYK - 1Kg - Kgs	38245090	25
5	625100 - CHEM-Chemical - Tile grout cement based-Silk-MYK - 1Kg - Kgs	38245090	25
6	466300 - STAT-Stationary - Paper A4-- - - - Bundles	48025690	2
7	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	25090000	10
8			
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19			
20			
21	INWARD		
22	Inward No: 657 Dt: 19/01/23		
23	MRN No: 116448 Dt: 20/1/23		
24	Received By: Sign:		
25			
26	(Silver Oak Villas-Part-III)		
27			
28			
29			
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 104566
Date: 21/1/23
Sign: