PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	11-02-23	Prepared by	S. Jaysudha	Serial no.	**14440**
Supplier name	Summit Sales LLp			HO inward no.	
Firm/Company	SOV LLp	Project	SOV part-III	HO received date	
PO/WO date	4-02-23	PO/WO No.	96804	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28685	8-02-23	1,450/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,450/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117205 — 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:	1,450/-
Amount E – PO / WO value:	1,450/-
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	20-02-23
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		W-cul			
Sign:		11 FEB 2023			
Date					
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.	28685
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	08-02-2023
	PO No.	96804
	PO Date.	04-02-2023
	Req ID	83974
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	02-02-2023
	Loc Req No	212044

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	371300 - CONS-Consumables - Water Bottles-- - 1	392330	12	42.00	504.00	18	90.72
2	661500 - CONS-Consumables - Cleaning Cloth-- - - -	630710	12	16.75	201.00	5	10.06
3	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	1	42.00	42.00	18	7.56
4	273300 - STAT-Stationary - pen-black color-Cello	960899	12	6.00	72.00	18	12.96
5	730400 - STAT-Stationary - Pen-Blue color-Cello	960899	24	6.00	144.00	18	25.92
6	369200 - STAT-Stationary - CD Marker-- - - - Nos	96082000	6	16.00	96.00	18	17.28
7	276700 - STAT-Stationary - Permanent Marker -- -	96082000	6	16.00	96.00	18	17.28
8	587600 - STAT-Stationary - Permanent Marker -- -	96082000	6	16.00	96.00	18	17.28
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,251.00		199.06
	99.53	99.53	Total Invoice Amount	1,450.05		

Rupees : One Thousand Four Hundred Fifty and Paise Five Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No. 05404 Date: 8/2/23 Sign:

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 06-02-2023 10:32:04

96804
28.01.23 12:54:54

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**	96804	212044
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	04-02-2023	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	04-02-2023	
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	371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos	12.00	42.00	0.00	18.00	594.72
2	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	12.00	16.75	0.00	5.00	211.05
3	111200 - STAT-Stationary - Pencil-- - - - Boxes	1.00	42.00	0.00	18.00	49.56
4	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	12.00	6.00	0.00	18.00	84.96
5	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	24.00	6.00	0.00	18.00	169.92
6	369200 - STAT-Stationary - CD Marker-- - - - Nos	6.00	16.00	0.00	18.00	113.28
7	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	6.00	16.00	0.00	18.00	113.28
8	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	6.00	16.00	0.00	18.00	113.28
					Total Order Value . . .	**1,450.05**

Rupees : One Thousand Four Hundred Fifty 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.

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : Veeru 04/02/23 Name : Date : __/__/____

Purchase Order

 06-02-2023 10:32:04 Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for office use 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

Name : ______________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	SOV LLP	Date:	02-02-2023				
Site & Phase :	SOV_III	Time:	5:00				
Unit No. Block No.	For Office use Purpose						
Supplier:		Req. No.	212044				
Material required before date:	05-02-2023	ID No.	83974				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CONS6689-Consumables-Water Bottles---1 Ltr-Nos	12		12			
2	CONS6196-Consumables-Cleaning Cloth----Nos	12		12			
3	STAT8753-Stationary-Pencil----Boxes 111200	1box		1box			
4	STAT3016-Stationary-pen-black color-Cello Fine grip--Nos 273300	12		12			
5	STAT1585-Stationary-Pen-Blue color-Cello Fine grip--Nos 230400	24		24			
6	STAT9799-Stationary-CD Marker----Nos 369200	6		6			
7	STAT5222-Stationary-Permanent Marker ---Black-Nos 246700	6		6			
8	STAT5375-Stationary-Permanent Marker ---Red-Nos 587600	6		6			
9							
10							
Remarks	For Office use Purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By.	K.Tulasi Rani			03 FEB 2023			
Approved By:	K.Purshotham						
Sign & Date	02-02-2023						

Po.no. 96808

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.	24509
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	08-02-2023
	PO No.	96804
	PO Date.	04-02-2023
	Req ID	83974
GSTIN : 36ADBFS3288A2Z7	Req Date	02-02-2023
	Loc Req No	212044

	Description of Goods	HSN/SAC	Qty
1	371300 - CONS-Consumables - Water Bottles-- - 1 Ltr - Nos	392330	12
2	661500 - CONS-Consumables - Cleaning Cloth-- - - - Nos	630710	12
3	111200 - STAT-Stationary - Pencil-- - - - Boxes	960910	1
4	273300 - STAT-Stationary - pen-black color-Cello Fine grip - - - Nos	960899	12
5	730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip - - - Nos	960899	24
6	369200 - STAT-Stationary - CD Marker-- - - - Nos	96082000	6
7	276700 - STAT-Stationary - Permanent Marker -- - Black - Nos	96082000	6
8	587600 - STAT-Stationary - Permanent Marker -- - Red - Nos	96082000	6
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24			
25	3464 8/2/23		
26	MRN No: 117205 Dt: 8/2/23		
27	Received by: Sign:		
28			
29	(Silver Oak Villas-Part-III)		
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 36660
Date: 10/2
Sign: