PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/5/2020	Prepared by:	K. R. Chaegulu
PO/WO no.	67014	PO / WO Date.	8/5/2020
Supplier Name	SSLLR	PO/WO amount	1,567/-
Firm/Company	SOVLLR	Project	SOV LLR.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11179	13/5/2020	1,567/-
2.			
3.			
Amount A – Bills total(Excluding Transport &Hamali Charges):			1,567/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9315	13/5/2020	78898	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,567/-
Amount E – PO / WO value:	1,567/-
Amount F – Difference (A – E):	—

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No (explained below)~~
Excess / short material received	~~□ Approved – within acceptable limits~~ □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	~~□ Yes – Rs.____/- □ No~~
Payment – due date	25/5/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature] APPROVED 19 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT		V. Swathi		
Date	18/5/2020	19/5/20			20/5/2020		

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit.2. Attach additional sheets if quantity of bills ~~or DCs~~ is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wosupto Rs. 5,000/-, Purchase Manager upto 25,000/- and Purchase Director thereafter. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/-

TAX 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

GSTIN/UIN: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	11179
SY no:291,Cherlapally,Hyderabad	Invoice Date.	13-05-2020
	PO No.	67014
	PO Date.	08-05-2020
	Req ID	56657
	Req Date	05-05-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155660

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7573 - Stationery - other - Punch - other - nos		5	42.00	210.00	12	25.20
2	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
3	7592 - Stationery - other - stamp pad - NA - nos Blue/Red each 1 no	9612	2	42.00	84.00	18	15.12
4	7584 - Stationery - other - Scribbling Pads - other -		24	15.00	360.00	12	43.20
5	7539 - Stationery - other - Labels - NA - sheets 2'X10'		2	2.20	4.40	18	0.80
6	7560 - Stationery - other - Pen - NA - nos Black -15 nos Blue -15 nos	9608	30	5.50	165.00	12	19.80
7	7593 - Stationery - other - Stapler - other - nos small-5 Big-2	9608	7	15.00	105.00	18	18.90
8	7594 - Stationery - other - Stapler pin - other - boxes Small-1 Big-1	7415	2	6.00	12.00	18	2.16
9	7585 - Stationery - other - Sharpner - NA - nos	8214	1	3.00	3.00	12	0.36
10	7538 - Stationery - other - L - File Folders - NA - nos		30	8.40	252.00	18	45.36
11							
12							
13							
14							
15							

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No: 6529 Date: 14/5 Sign:

IGST	CGST	SGST			
			Total Taxable Amount	1,375.40	192.50
	96.25	96.25	Total Invoice Amount	1,567.89	

Rupees : One Thousand Five Hundred Sixty Seven and Paise Eighty Nine Only.

for Summit Sales LLP

D. Sowmya.

Authorised signatory

Subject to Hyderabad Jurisdiction

 08-05-2020 13:39:17

Purchase Order

67014
06.05.20 1:44:18

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**	67014	155660
	Doc Date	08-05-2020	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	08-05-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7573 - Stationery - other - Punch - other - nos	5.00	42.00	0.00	12.00	235.20
2	7512 - Stationery - other - CD Marker - NA - nos	10.00	18.00	0.00	12.00	201.60
3	7592 - Stationery - other - stamp pad - NA - nos *Blue/Red each 1 no*	2.00	42.00	0.00	18.00	99.12
4	7584 - Stationery - other - Scribbling Pads - other - nos	24.00	15.00	0.00	12.00	403.20
5	7539 - Stationery - other - Labels - NA - sheets *2'X10'*	2.00	2.20	0.00	18.00	5.19
6	7560 - Stationery - other - Pen - NA - nos *Black -15 nos Blue -15 nos*	30.00	5.50	0.00	12.00	184.80
7	7593 - Stationery - other - Stapler - other - nos *small-5 Big-2*	7.00	15.00	0.00	18.00	123.90
8	7594 - Stationery - other - Stapler pin - other - boxes *Small-1 Big-1*	2.00	6.00	0.00	18.00	14.16
9	7585 - Stationery - other - Sharpner - NA - nos	1.00	3.00	0.00	12.00	3.36
10	7538 - Stationery - other - L - File Folders - NA - nos	30.00	8.40	0.00	18.00	297.36
				Total Order Value . . .		**1,567.89**

Rupees : One Thousand Five Hundred Sixty Seven and Paise Eighty Nine 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 Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay

For ***Silver Oak Villas LLP***
Authorised Signatory

Name : 4/8/5/20

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

Name : ____________

Date : __/__/____

Purchase Order

 08-05-2020 13:39:17

Original / Office Copy / Purchase Div.Copy

Penality For Delay	Nil
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 Use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	04-05-2020
Site & Phase :	Silver Oak Villas	Time:	13.30
Supplier		Req. No.	155660
Material required before date:	urgent	ID No.	56657

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue Pens		3	Packets		
2	Black Pens		3	Packets		
3	Scribbling pads		24	Nos		
4	Lables	2"x10"	2	Packets		
5	Self ink Stamp Blue		1	No		
6	Self ink stamp Red		1	No		
7	Staplers	small	5	Nos		
8	Stapler pins	small	1	box		
9	Hole punch		5	Nos		
10	Staplers	big	2	Nos		
11	Stapler pins	big	1	box		
12	L-Folder (transparent)		3	Packets		
13	Sharpener		1	box		

PO 67014

Remarks: -For MD sir and admin staff and site office purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	04-05-2020	Sign. & Date	8/5/20

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

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/UIN: 36ACOFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	DC No.	9315
SY no:291,Cherlapally,Hyderabad	DC Date.	13-05-2020
	PO No.	67014
	PO Date.	08-05-2020
	Req ID	56657
	Req Date	05-05-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155660

	Description of Goods	HSN/SAC	Qty
1	7573 - Stationery - other - Punch - other - nos		5
2	7512 - Stationery - other - CD Marker - NA - nos	9608	10
3	7592 - Stationery - other - stamp pad - NA - nos	9612	2
4	7584 - Stationery - other - Scribbling Pads - other - nos		24
5	7539 - Stationery - other - Labels - NA - sheets		2
6	7560 - Stationery - other - Pen - NA - nos	9608	30
7	7593 - Stationery - other - Stapler - other - nos	9608	7
8	7594 - Stationery - other - Stapler pin - other - boxes	7415	2
9	7585 - Stationery - other - Sharpner - NA - nos	8214	1
10	7544 - Stationery - other - Marker - NA - nos	9608	0
11	7538 - Stationery - other - L - File Folders - NA - nos		30
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MODI PROPERTIES PVT LTD INWARD No. 38227 Dt. 16/5 SEC'BAD

INWARD WITH THIS:
Inward No: 4084 Dt: 13/5/20
MRN No: 78898 Dt: 14/5/20
Received By: Sign:
SILVER OAK VILLAS LLP

for Summit Sales LLP

D. Soumya

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	11179
SY no:291,Cherlapally,Hyderabad	Invoice Date.	13-05-2020
	PO No.	67014
	PO Date.	08-05-2020
	Req ID	56657
	Req Date	05-05-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155660

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7573 - Stationery - other - Punch - other - nos		5	42.00	210.00	12	25.20
2	7512 - Stationery - other - CD Marker - NA - nos	9608	10	18.00	180.00	12	21.60
3	7592 - Stationery - other - stamp pad - NA - nos	9612	2	42.00	84.00	18	15.12
	Blue/Red each 1 no						
4	7584 - Stationery - other - Scribbling Pads - other -		24	15.00	360.00	12	43.20
5	7539 - Stationery - other - Labels - NA - sheets		2	2.20	4.40	18	0.80
	2'X10'						
6	7560 - Stationery - other - Pen - NA - nos	9608	30	5.50	165.00	12	19.80
	Black -15 nos Blue -15 nos						
7	7593 - Stationery - other - Stapler - other - nos	9608	7	15.00	105.00	18	18.90
	small-5 Big-2						
8	7594 - Stationery - other - Stapler pin - other - boxes	7415	2	6.00	12.00	18	2.16
	Small-1 Big-1						
9	7585 - Stationery - other - Sharpner - NA - nos	8214	1	3.00	3.00	12	0.36
10	7538 - Stationery - other - L - File Folders - NA - nos		30	8.40	252.00	18	45.36
11							
12							
13							
14							
15							

INWARD WITH TIME
Inward No. 14084 Dt: 13/5/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST			
			Total Taxable Amount	1,375.40	192.50
	96.25	96.25	Total Invoice Amount	1,567.89	

Rupees : One Thousand Five Hundred Sixty Seven and Paise Eighty Nine Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction