PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 20/03/20 | Prepared by: | Mounika |
| PO/WO no. | 66828 | PO / WO Date. | 18/02/20 |
| Supplier Name | SSllp | PO/WO amount | 2,483.00 |
| Firm/Company | Silver oak Villas llp | Project | SOVllp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 10978 | 20/03/20 | 2,483.00 |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,483.00 |

| Sl. No. | DC No | DC. Date | | DC matches MRN |
|---|---|---|---|---|
| 1. | 9132 | 20/03/20 | 78582 | ☑ 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: | 2,483.00 |
| Amount E – PO / WO value: | 2,483.00 |
| 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 | **28.3.2020** 30.05.20 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Mounika | [signature] | [signature] APPROVED 28 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| Date | 20/03/20 | 28/5 | | | | | |

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/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 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/- 7. MD to approve all bills above 1,00,000/-

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

**GSTIN/UNI: 36ACQFS2044C1Z7**



| Customer Details | | |
|---|---|---|
| Silver Oak Villas LLP | Invoice No. | 10978 |
| Sy No. 291, Cherlapally, Hyderabad | Invoice Date. | 20-03-2020 |
| | PO No. | 66828 |
| | PO Date. | 18-02-2020 |
| | Req ID | 56470 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 18-03-2020 |
| | Loc Req No | 155570 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7542 - Stationery - other - Ledger Paper - NA - | | 3 | 435.00 | 1,305.00 | 12 | 156.60 |
| 2 | 7583 - Stationery - other - Scale - NA - nos steel | | 5 | 10.00 | 50.00 | 18 | 9.00 |
| 3 | 4026 - Consumables - Dust bin - NA - nos | | 6 | 52.00 | 312.00 | 18 | 56.16 |
| 4 | 4066 - Consumables - Water bottle - NA - nos | | 12 | 42.00 | 504.00 | 18 | 90.72 |
| 5 | | | | | | | |
| 6 | | | | | | | |
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| 12 | | | | | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 2,171.00 | | 312.48 |
|---|---|---|---|---|---|---|
| | 156.24 | 156.24 | Total Invoice Amount | 2,483.48 | | |

Rupees : Two Thousand Four Hundred Eighty Three and Paise Fourty Eight Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 65099 Date: 20/3/20 Sign:

# Purchase Order

 19-03-2020 10:23:35

66828
16.03.20 3:39:24

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** | 66828 | 155570 |
| **Doc Date** | 18-02-2020 | |
| **Quote No** | Nil | |
| **Quote Date** | 18-02-2020 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7542 - Stationery - other - Ledger Paper - NA - bundles | 3.00 | 435.00 | 0.00 | 12.00 | 1,461.60 |
| 2 | 7583 - Stationery - other - Scale - NA - nos<br>*steel* | 5.00 | 10.00 | 0.00 | 18.00 | 59.00 |
| 3 | 4026 - Consumables - Dust bin - NA - nos | 6.00 | 52.00 | 0.00 | 18.00 | 368.16 |
| 4 | 4066 - Consumables - Water bottle - NA - nos | 12.00 | 42.00 | 0.00 | 18.00 | 594.72 |
| | | | | | **Total Order Value . . .** | **2,483.48** |

Rupees : Two Thousand Four Hundred Eighty Three and Paise Fourty Eight 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 Phase - IX<br>Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint<br>Phone. Contact: Security 65908777, 9502288244 Sanjay |
| **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 sales team purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

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: | 28.02.20 |
| Site & Phase : | Silver Oak Villas | Time: | 12.00 |
| Supplier | | Req. No. | 155570 |
| Material required before date: | Urgent | ID No. | 56470 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Full scaped Ledger paper | - | 03 | packets | | |
| 2 | Pen stand 66828 | - | 04 | No's | | |
| 3 | Steel scales | - | 05 | No's | | |
| 4 | Dustbins | - | 06 | No's | | |
| 5 | Drinking water bottles | 1 litre | 12 | No's | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| | | | | | | |

Remarks: - For sales team purpose

APPROVED
19 MAR 2020
MINISH PARIKH
MANAGER PROCUREMENT

| | | | |
|---|---|---|---|
| Prepared By | G. Chandra kanth | Approved by | |
| Sign.& Date | 28.02.2020 | Sign. & Date | |

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

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. | 9132 |
|---|---|---|
| Silver Oak Villas LLP | DC Date. | 20-03-2020 |
| Sy No. 291, Cherlapally, Hyderabad | PO No. | 66828 |
| | PO Date. | 18-02-2020 |
| | Req ID | 56470 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 18-03-2020 |
| | Loc Req No | 155570 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7542 - Stationery - other - Ledger Paper - NA - bundles | | 3 |
| 2 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 0 |
| 3 | 7583 - Stationery - other - Scale - NA - nos | | 5 |
| 4 | 4026 - Consumables - Dust bin - NA - nos | | 6 |
| 5 | 4066 - Consumables - Water bottle - NA - nos | | 12 |
| 6 | | | |
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14505 Dt: 20/3/20

MRN 78582 Dt: 20/3/20

Received by: Sign:

SILVER OAK VILLAS LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD

INWARD 37916 Date: 21/3 Sign:

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/UNI: 36ACQFS2044C1Z7**

TRANSIT COPY



| **Customer Details** | | |
|---|---|---|
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| | PO No. | 66828 |
| | PO Date. | 18-02-2020 |
| | Req ID | 56470 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 18-03-2020 |
| | Loc Req No | 155570 |

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| 15 | | | | | | | |

Received by: 14005 20/3/20

Sign:

SILVER OAK VILLAS LLP

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 2,171.00 | | 312.48 |
| | 156.24 | 156.24 | Total Invoice Amount | | 2,483.48 | |

Rupees : Two Thousand Four Hundred Eighty Three and Paise Fourty Eight Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction