

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		15/6/20		Prepared by:		Boumya	
PO/WO no.		67625		PO / WO Date.		30/5/20	
Supplier Name		Sslp.		PO/WO amount		3,337.95	
Firm/Company		Sov lp		Project		Sov lp	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	11677	12/6/20		3,091.20			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						3,091.20	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	9763	12/6/20	79842	☒ 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:						3,091.20	
Amount E – PO / WO value:						3,337.95	
Amount F – Difference (A – E):						246	
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			30/6/20				
Remarks: short received.							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Boumya						
Date	15/6/20						

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

#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

1 of 1 : 12-06-2020

Customer Details

Silver Oak Villas LLP

Sy no.291, Phase IX, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

Invoice No.	11677
Invoice Date.	12-06-2020
PO No.	67625
PO Date.	30-05-2020
Req ID	57287
Req Date	30-05-2020
Loc Req No	155746

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	12	230.00	2,760.00	12	331.20
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST	CGST	SGST	Total Taxable Amount	2,760.00			331.20
	165.60	165.60	Total Invoice Amount	3,091.20			

Rupees : Three Thousand Ninty One and Paise Twenty Only.

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

D. Gowry
 Authorised signatory

Purchase Order

Page(s) 1 Of 1

25-06-2020 11:15:02 AM

Original / Office Copy / Purchase Div.Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IIInd 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	67625	155746
Doc Date	30-05-2020	
Quote No	Nil	
Quote Date	30-05-2020	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7555 - Stationery - other - Paper - A4 - bundles	12.00	230.00	0.00	12.00	3,091.20
2 7560 - Stationery - other - Pen - NA - nos Blue-20 black-15	35.00	5.50	0.00	12.00	215.60
3 7539 - Stationery - other - Labels - NA - sheets full sheet	12.00	2.20	0.00	18.00	31.15
Total Order Value . . .					3,337.95

Rupees : Three Thousand Three Hundred Thirty Seven and Paise Ninty Five 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

Penalty 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 use purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**

*Bill not received
30/6/2020*

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:		26-05-2020	
Site & Phase :		Silver Oak Villas		Time:		12.00	
Supplier				Req. No.		155746	
Material required before date:		30-05-2020		ID No.			

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens		05	packets		
2	A4 Paper bundles		12	bundles		
3	Black pens		03	packets		
4	Labels full sheet		12	nos		
5	Key Labels					
6						
7						
8						
9						
10						
11						

APPROVED

01 JUL 2020

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: -

Prepared By		G. Chandra kanth		Approved by			
Sign.& Date		26-05-2020		Sign. & Date			

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		25.09.19	
Site & Phase :		Silver Oak Villas		Time:		12.00	
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: -

Prepared By		K.PURSHOTHAM		Approved by			
Sign.& Date				Sign. & Date			

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

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

1 of 1 : 12-06-2020

Customer Details

Silver Oak Villas LLP

Sy no.291, Phase IX, Cherlapally, Hyderabad

DC No.	9763
DC Date.	12-06-2020
PO No.	67625
PO Date.	30-05-2020
Req ID	57287
Req Date	30-05-2020
Loc Req No	155746

GSTIN : 36ADBFS3288A2Z7

Description of Goods

HSN/SAC

Qty

1 7555 - Stationery - other - Paper - A4 - bundles

4810

12

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

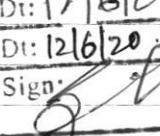
26

27

28

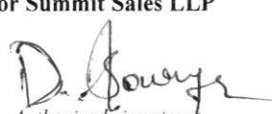
29

30

INWARD WITH TIME:	
Inward No. 14298	Dt: 12/6/20
MRN No: 79842	Dt: 12/6/20
Received By:	Sign: 
SILVER OAK VILLAS LLP	



for Summit Sales LLP


 Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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

1 of 1 : 12-06-2020

Customer Details

Silver Oak Villas LLP

Sy no.291, Phase IX, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

Invoice No.	11677
Invoice Date.	12-06-2020
PO No.	67625
PO Date.	30-05-2020
Req ID	57287
Req Date	30-05-2020
Loc Req No	155746

Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1 7555 - Stationery - other - Paper - A4 - bundles	4810	12	230.00	2,760.00	12	331.20
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

INWARD WITH TIME:	
Inward No. 14298	Dt: 12/6/20
MRN No:	Dt:
Received By:	Sign:
SILVER OAK VILLAS LLP	

IGST	CGST	SGST	Total Taxable Amount	2,760.00	331.20
	165.60	165.60	Total Invoice Amount	3,091.20	

Rupees : Three Thousand Ninty One and Paise Twenty Only.

for Summit Sales LLP

D. Sanyal
Authorised signatory

Subject to Hyderabad Jurisdiction