PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/6/20	Prepared by:	Sowmya
PO/WO no.	67625	PO / WO Date.	30/5/20
Supplier Name	SS llp.	PO/WO amount	3,337.95
Firm/Company	Sov llp	Project	Sov llp
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	20/6/20

Remarks:

short received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya		APPROVED 01 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT		[signature]		
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

ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	11677
Sy no.291, Phase IX, Cherlapally, Hyderabad	Invoice Date.	12-06-2020
	PO No.	67625
	PO Date.	30-05-2020
	Req ID	57287
GSTIN : 36ADBFS3288A2Z7	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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 66480
Date 17/6/20
Sign.

for Summit Sales LLP

D. Bocony

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 25-06-2020 11:15:02 AM Original / Office Copy / Purchase Div.Copy

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**	67625	155746
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	30-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-05-2020	
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	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
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 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.

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.	9763
Silver Oak Villas LLP	DC Date.	12-06-2020
Sy no.291, Phase IX, Cherlapally, Hyderabad	PO No.	67625
	PO Date.	30-05-2020
	Req ID	57287
GSTIN : 36ADBFS3288A2Z7	Req Date	30-05-2020
	Loc Req No	155746

	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			
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28			
29			
30			

MODI PROPERTIES INWARD
No: 38901
Date: 16/6
Sign: AR
SEC'BAD

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

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			
	165.60	165.60	Total Taxable Amount	2,760.00	331.20
			Total Invoice Amount	3,091.20	

Rupees : Three Thousand Ninty One and Paise Twenty Only.

for Summit Sales LLP

D. Saurya

Authorised signatory

Subject to Hyderabad Jurisdiction