PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 3/7/20 | Prepared by: | SOWMYA |
| PO/WO no. | 67420 | PO / WO Date. | 23/6/20 |
| Supplier Name | SSllp. | PO/WO amount | 1,427.80. |
| Firm/Company | Sov llp | Project | Sov llp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 12028 | 1/7/20. | 560.50 |
| 2. | | | |
| 3. | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 560.50 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 10083 | 1/7/20 | 80685 | ☑ 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: | 560.50 |
| Amount E – PO / WO value: | 1,427.80 |
| Amount F – Difference (A – E): | -867/- |

| | |
|---|---|
| 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 | **11.7.2020** |

Remarks: Final bill received.

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sowmya | | | | | | |
| Date | 3/7/20 | | | | | | |

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**



| **Customer Details** | Invoice No. | 12028 |
|---|---|---|
| Silver Oak Villas LLP | Invoice Date. | 01-07-2020 |
| Sy No. 291, Phase IX, Cherlapally, Hyderabad | PO No. | 67420 |
| | PO Date. | 23-05-2020 |
| | Req ID | 57057 |
| | Req Date | 22-05-2020 |
| GSTIN : 36ADBFS3288A2Z7 | Loc Req No | 155734 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3518 - Computers and Peripherals - Pen Drive - other | | 1 | 475.00 | 475.00 | 18 | 85.50 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 475.00 | | 85.50 |
|---|---|---|---|---|---|---|
| | 42.75 | 42.75 | Total Invoice Amount | 560.50 | | |

Rupees : Five Hundred Sixty and Paise Fifty Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

INWARD

67136

4/7/20

SEC'BAD

# Purchase Order

 23-05-2020 11:55:52

67420
23.05.20 2:01:09

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 67420 | 155734 |
| | **Doc Date** | 23-05-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 23-05-2020 | |
| 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 | 3518 - Computers and Peripherals - Pen Drive - other - nos | 1.00 | 475.00 | 0.00 | 18.00 | 560.50 |
| 2 | 3517 - Computers and Peripherals - Mouse pad - NA - nos | 1.00 | 35.00 | 0.00 | 18.00 | 41.30 |
| 3 | 3516 - Computers and Peripherals - Mouse - NA - nos | 2.00 | 350.00 | 0.00 | 18.00 | 826.00 |
| | | | | | **Total Order Value . . .** | **1,427.80** |

Rupees : One Thousand Four Hundred Twenty Seven and Paise Eighty Only.

Part received
Ist bill no 11430 Amount Rs 867/-
Balance has to be received Rs 560/-
1/6/2020

## 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<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 QC team purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

Final bill received
7/7/20

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver oak villas | Date: | 21-05-2020 |
| Site & Phase : | Silver Oak Villas | Time: | 09.00 |
| Supplier | | Req. No. | 155734 |
| Material required before date: | 27-05-2020 | ID No. | 57057 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Laptop bags | | 03 | Nos | | |
| 2 | Mouse | | 02 | Nos | | |
| 3 | Mouse pads | | 01 | Nos | | |
| 4 | Pendrive | | 01 | Nos | | |
| 5 | 67420 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| | | | | | | |

Remarks: -For QC team purpose

| | | | |
|---|---|---|---|
| Prepared By | G. Mona | Approved by | APPROVED |
| Sign.& Date | 21-05-2020 | Sign. & Date | 22 MAY 2020 MINISH PARIKH MANAGER PROCUREMENT |

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

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP | Date: | 21.02.2020 |
| 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 | | | | | | |
| | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

Remarks: -For Level markings and plastering purpose

| | | | |
|---|---|---|---|
| Prepared By | G.Mona | Approved by | |
| Sign.& Date | 21.02.2020 | 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. | 10083 |
|---|---|---|
| Silver Oak Villas LLP | DC Date. | 01-07-2020 |
| Sy No. 291, Phase IX, Cherlapally, Hyderabad | PO No. | 67420 |
| | PO Date. | 23-05-2020 |
| | Req ID | 57057 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 22-05-2020 |
| | Loc Req No | 155734 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 3518 - Computers and Peripherals - Pen Drive - other - nos | | 1 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | INWARD WITH TIME: | | |
| 24 | Inward No. 1445 Dt: 1/7/20 | | |
| 25 | MRN No: 80685 Dt: 1/7/20 | | |
| 26 | Received By: Sign: | | |
| 27 | | | |
| 28 | SILVER OAK VILLAS LLP | | |
| 29 | | | |
| 30 | | | |

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

39520
4/7/20

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** | Invoice No. | 12028 |
|---|---|---|
| Silver Oak Villas LLP | Invoice Date. | 01-07-2020 |
| Sy No. 291, Phase IX, Cherlapally, Hyderabad | PO No. | 67420 |
| | PO Date. | 23-05-2020 |
| | Req ID | 57057 |
| | Req Date | 22-05-2020 |
| GSTIN : 36ADBFS3288A2Z7 | Loc Req No | 155734 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 3518 - Computers and Peripherals - Pen Drive - other | | 1 | 475.00 | 475.00 | 18 | 85.50 |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

INWARD WITH TIME:
Inward No. 14415 Dt: 1/7/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

| IGST | CGST | SGST | Total Taxable Amount | 475.00 | | 85.50 |
|---|---|---|---|---|---|---|
| | 42.75 | 42.75 | Total Invoice Amount | 560.50 | | |

Rupees : Five Hundred Sixty and Paise Fifty Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction