PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/7/20.	Prepared by:	SOWMYA
PO/WO no.	69081	PO / WO Date.	24/7/20
Supplier Name	Ssllp.	PO/WO amount	6,979.
Firm/Company	Sov llp.	Project	Sov llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12546.	30/7/20.	6,979
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,979

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	10566.	30/7/20	81620	☑ 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:	6,979
Amount E – PO / WO value:	6,979
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	**7.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	31/7/20						

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

ORIGINAL 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		
Silver Oak Villas LLP	Invoice No.	12546
Sy No. 291, Phase 1X, Cherlapally, Hyderabad	Invoice Date.	30-07-2020
	PO No.	69081
	PO Date.	24-07-2020
	Req ID	58567
	Req Date	18-07-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155887

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7542 - Stationery - other - Ledger Paper - NA - Legal Size White		6	425.00	2,550.00	12	306.00
2	7555 - Stationery - other - Paper - A4 - bundles	4810	12	230.00	2,760.00	12	331.20
3	7560 - Stationery - other - Pen - NA - nos blue/black -24 each	9608	48	5.50	264.00	12	31.68
4	7509 - Stationery - other - Calculator - NA - nos		2	155.00	310.00	18	55.80
5	7593 - Stationery - other - Stapler - other - nos	9608	2	37.00	74.00	18	13.32
6	7505 - Stationery - other - Binder Clips - other -	8305	6	40.00	240.00	18	43.20
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IGST	CGST	SGST				
			Total Taxable Amount	6,198.00		781.20
	390.60	390.60	Total Invoice Amount	6,979.20		

Rupees : Six Thousand Nine Hundred Seventy Nine and Paise Twenty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 68625 Date 5/8 Sign

Purchase Order

 24-07-2020 2:29:17 PM

69081
24.07.20 11:20:52

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**	69081	155887
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	24-07-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	24-07-2020	
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	7542 - Stationery - other - Ledger Paper - NA - bundles *Legal Size White*	6.00	425.00	0.00	12.00	2,856.00
2	7555 - Stationery - other - Paper - A4 - bundles	12.00	230.00	0.00	12.00	3,091.20
3	7560 - Stationery - other - Pen - NA - nos *blue/black -24 each*	48.00	5.50	0.00	12.00	295.68
4	7509 - Stationery - other - Calculator - NA - nos	2.00	155.00	0.00	18.00	365.80
5	7593 - Stationery - other - Stapler - other - nos	2.00	37.00	0.00	18.00	87.32
6	7505 - Stationery - other - Binder Clips - other - boxes	6.00	40.00	0.00	18.00	283.20
				Total Order Value . . .		**6,979.20**

Rupees : Six Thousand Nine Hundred Seventy Nine and Paise Twenty 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 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 office 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:	18-07-2020
Site & Phase :	Silver Oak Villas	Time:	13.30
Supplier		Req. No.	155887
Material required before date:	21-07-2020	ID No.	58567

No	Description	Size	Quantity	Units	Inward No	Date
1	Legal size papers(white)	standard	06	Bundles		
2	paper bundles	A4	12	Bundles		
3	Blue pens		24	nos		
4	Calculator		02	nos		
5	Pen stands 69081		02	nos		
6	Staplers		02	nos		
7	Black pens		24	Nos		
8	Double tape		06	Nos		
9	Abro tape single side		06	Nos		
10	Plaster (white color)		06	Nos		
11	Binder clips	25mm	06	Boxes		

Remarks: -For site office use purpose

Prepared By	B.Meenakshi	Approved by	APPROVED 21 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	18-07-2020	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.	10566
Silver Oak Villas LLP	DC Date.	30-07-2020
Sy No. 291, Phase 1X, Cherlapally, Hyderabad	PO No.	69081
	PO Date.	24-07-2020
	Req ID	58567
	Req Date	18-07-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155887

	Description of Goods	HSN/SAC	Qty
1	7542 - Stationery - other - Ledger Paper - NA - bundles		6
2	7555 - Stationery - other - Paper - A4 - bundles	4810	12
3	7560 - Stationery - other - Pen - NA - nos	9608	48
4	7509 - Stationery - other - Calculator - NA - nos		2
5	7593 - Stationery - other - Stapler - other - nos	9608	2
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
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INWARD WITH TIME:
Inward No. 14550 Dt: 28/7/20
MRN No: 81620 Dt: 31/7/2020
Received By: Sign:
SILVER OAK VILLAS LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 40245
Date 8/8
Sign.

TAX INVOICE

TRANSIT COPY

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

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INWARD WITH TIME:
Inward No. 14550 Dt: 30/7/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST			
			Total Taxable Amount	6,198.00	781.20
	390.60	390.60	Total Invoice Amount	6,979.20	

Rupees : Six Thousand Nine Hundred Seventy Nine and Paise Twenty Only.

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