

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		17/9/20		Prepared by:		SOWMYA	
PO/WO no.		66326.		PO / WO Date.		4/3/20	
Supplier Name		Sslp.		PO/WO amount		5,15,069	
Firm/Company		Gov 1p		Project		Gov 1p	
Sl. No.	Bill No.	13209		Bill Date	16/9/20.		Bill amount
1.							2,233
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							2,233
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	Gov 3219	10/9/20		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							-
Amount C –Other Debits :							-
Amount D (D=A+B-C) – Amount to be credited to the supplier:							2,233
Amount E – PO / WO value:							5,15,069.
Amount F – Difference (A – E):							512836
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs.____/- <input checked="" type="checkbox"/> No				
Payment – due date			26.9.2020				
Remarks: short recd							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	17/9/20.						

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/-

DELIVERY CHALLAN

**SUMMIT SALES LLP**

# 5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s *Silver oak wills llp*  
*(Cherlapally)*  
 Site: .....

DC No. : **3219**  
 Date : *18/9/20*  
 Vehicle No. : *AP23 R4931*  
 P.O. / W.O. No. : *66326*  
 P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	<i>Al. windows ventilator 2' x 2' = 01 (1/9)</i>	<i>04.025</i>
2		
3		
4		
5		
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**GSTIN :**  
 Received the above materials in good condition.  
 Received by : \_\_\_\_\_ Stamp: \_\_\_\_\_  
 Date : \_\_\_\_\_

For **SUMMIT SALES LLP**  
  
 Authorised Signatory

# Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

**ORIGINAL INVOICE**

Supplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**

1 of 1 : 16-09-2020

Customer Details				Invoice No.	13209					
Silver Oak Villas LLP SY NO. 291, Cherlapally, Hyderabad  GSTIN : 36ADBFS3288A2Z7				Invoice Date.	16-09-2020					
				PO No.	66326					
				PO Date.	04-03-2020					
				Req ID	55910					
				Req Date	28-02-2020					
				Loc Req No	155567					
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt			
1	2218 - Carpentry - windows - Al.Ventilator - other - 23.50" x 23.50" - 49 nos		4	472.50	1,890.00	18	340.20			
2	6188 - Miscellaneous - Hamali charges - NA - Per Sft		4	0.60	2.40	18	0.44			
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11										
12										
13										
14										
15										
IGST				CGST		SGST		Total Taxable Amount	1,892.40	340.64
				170.32		170.32		Total Invoice Amount	2,233.03	

Rupees : Two Thousand Two Hundred Thirty Three and Paise Three Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



# Purchase Order

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

<b>Doc No</b>	66326	155567
<b>Doc Date</b>	04-03-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	01-03-2019	
<b>SupplyType</b>	Supply	

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2214 - Carpentry - windows - Al. Sliding - other - sft 71.50" x 47.50" - 3 track - 50 nos	1,179.50	294.00	0.00	18.00	409,192.14
2 2218 - Carpentry - windows - Al.Ventilator - other - sft 23.50" x 23.50" - 49 nos	188.16	472.50	0.00	18.00	104,908.61
3 6188 - Miscellaneous - Hamali charges - NA - Per Sft	1,367.66	0.60	0.00	18.00	968.30
<b>Total Order Value . . .</b>					<b>515,069.05</b>

Rupees : Five Lakh(s) Fifteen Thousand Sixty Nine and Paise Five Only.

**Terms and Conditions :-**

<b>Specification /</b>	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
<b>Payment Terms</b>	After delivery & production of bill
<b>Tax</b>	All taxes included in above price.
<b>Delivery Date</b>	Next day.
<b>Delivery Location</b>	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
<b>Penalty For Delay</b>	Nil
<b>Transportation</b>	Included in the above price.
<b>Warranty</b>	1 year on workmanship.
<b>Advance Paid</b>	Nil
<b>Other Terms</b>	We reserve the right to reject items not conforming to quality and specifications. Above order for V.no.50 to 68.
<b>Completion Date</b>	Work to be completed in 5days. Penalty of 5% of order value per week shall be levied for delay.
<b>Measurement</b>	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
<b>Security</b>	Supplier shall be responsible for security and storage of material at site at its risk and cost.
<b>Remarks</b>	

*Bill not received  
Fadh  
21/9/2020*

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

DELIVERY CHALLAN

**SUMMIT SALES LLP**

# 5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.

Tel : 040 - 6633 5551

M/s *Silver oak villas llp*  
*(Cherlapally)*  
 Site: .....

DC No. : **3219**  
 Date : **16/9/20**  
 Vehicle No. : **AP23 R493**  
 P.O. / W.O. No. : **66326**  
 P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	<i>Al. windows ventilator 2'x2' = 01 (1) 04.025ff</i>	
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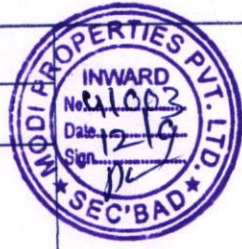
**INWARD WITH TIME:**  
 Inward No: **14722** Dt: **16/9/20**  
 MRN No: Dt:  
 Received By: Sign:  
**SILVER OAK VILAS LLP**

**GSTIN :**

Received the above materials in good condition.

Received by :  
 Date :

Stamp:



For **SUMMIT SALES LLP**

*[Signature]*  
 Authorised Signatory