PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/9/20.	Prepared by:	SOWMYA
PO/WO no.	70374	PO / WO Date.	12/9/20
Supplier Name	ssllp.	PO/WO amount	4,088
Firm/Company	Sov llp	Project	Sov llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	13269	17/9/20.	4,088
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,088

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11215	17/9/20	83005	☑ 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:	4,088
Amount E – PO / WO value:	4,088
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	**26.9.2020**

Remarks**:**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	APPROVED 26 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT					
Date	21/9/20						

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/-

TAX INVOICE

Summit Sales LLP

ORIGINAL INVOICE

#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.	13269
Silver Oak Villas LLP	Invoice Date.	17-09-2020
SY NO. 291, Cherlapally, Hyderabad	PO No.	70374
	PO Date.	12-09-2020
	Req ID	59825
	Req Date	11-09-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	155991

	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	7560 - Stationery - other - Pen - NA - nos Blue	9608	24	3.50	84.00	12	10.08
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
4	7507 - Stationery - other - Box file - Big - nos		20	37.00	740.00	12	88.80
5							
6							
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13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	3,647.00		441.42
	220.71	220.71	Total Invoice Amount	4,088.42		

Rupees : Four Thousand Eighty Eight and Paise Fourty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 29515 Date. Sign. 2219

 12-09-2020 15:49:32

Purchase Order

70374
08.09.20 12:18:45

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

Doc No	70374	155991
Doc Date	12-09-2020	
Quote No	Nil	
Quote Date	12-09-2020	
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*	24.00	3.50	0.00	12.00	94.08
3	7605 - Stationery - other - Whitner Pen - NA - nos	3.00	21.00	0.00	18.00	74.34
4	7507 - Stationery - other - Box file - Big - nos	20.00	37.00	0.00	12.00	828.80
					Total Order Value . . .	**4,088.42**

Rupees : Four Thousand Eighty Eight and Paise Fourty Two Only.

Terms and Conditions :-

Specification /	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	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 use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***
Authorised Signatory
12/09/2020
Name : ____________

Accepted the above Terms And Conditions
For ***Summit Sales LLP***
Name : ____________
Date : __/__/____

Contact - -

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	11-09-2020
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	155991
Material required before date: Urgent		ID No.	~~59860~~ 59825

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Paper Bundles		12	Nos		
2	Blue pens		24	Nos		
3	Box Files		20	Nos		
4	Whitener		03	Nos		
5						
6						
7						
8						
9						

7037/-

APPROVED
12 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: -For office use work purpose			
Prepared By	G. Mona	Approved by	
Sign.& Date	11-09-2020	Sign. & Date	

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						
3						
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.	11215
Silver Oak Villas LLP	DC Date.	17-09-2020
SY NO. 291, Cherlapally, Hyderabad	PO No.	70374
	PO Date.	12-09-2020
	Req ID	59825
GSTIN : 36ADBFS3288A2Z7	Req Date	11-09-2020
	Loc Req No	155991

	Description of Goods	HSN/SAC	Qty
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2	7560 - Stationery - other - Pen - NA - nos	9608	24
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
4	7507 - Stationery - other - Box file - Big - nos		20
5			
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INWARD WITH TIME: 17:00
Inward No. 14759 Dt: 17/9/20
MRN No: 83085 Dt: 18/9/20
Received By: Manip Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: L1245
Date: 20/9
Sign:

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

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Silver Oak Villas LLP	Invoice Date.	17-09-2020
SY NO. 291, Cherlapally, Hyderabad	PO No.	70374
	PO Date.	12-09-2020
	Req ID	59825
	Req Date	11-09-2020
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	Blue						
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4	7507 - Stationery - other - Box file - Big - nos		20	37.00	740.00	12	88.80
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11							
12							
13							
14							
15							

INWARD WITH TIME: 17:00
Inward No. 14759 Dt: 17/9/20
MRN No: Dt:
Received By: Manip Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST	Total Taxable Amount	3,647.00		441.42
	220.71	220.71	Total Invoice Amount	4,088.42		

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Authorised signatory

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