PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 21/9/20 | Prepared by: | SOWMYA |
| PO/WO no. | 70245 | PO / WO Date. | 8/9/20 |
| Supplier Name | Ssllp. | PO/WO amount | 689. |
| Firm/Company | Sov llp | Project | Sov llp |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 13268 | 17/9/20. | 689 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 689 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 11214 | 17/9/20 | 83084 | ☑ 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: | 689 |
| Amount E – PO / WO value: | 689 |
| 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

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. | 13268 |
| SY NO. 291, Cherlapally, Hyderabad | Invoice Date. | 17-09-2020 |
| | PO No. | 70245 |
| | PO Date. | 08-09-2020 |
| | Req ID | 59705 |
| | Req Date | 07-09-2020 |
| GSTIN : 36ADBFS3288A2Z7 | Loc Req No | 155973 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7583 - Stationery - other - Scale - NA - nos | | 12 | 10.00 | 120.00 | 18 | 21.60 |
| 2 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 3 | 42.00 | 126.00 | 12 | 15.12 |
| 3 | 7509 - Stationery - other - Calculator - NA - nos | | 2 | 155.00 | 310.00 | 18 | 55.80 |
| 4 | 7512 - Stationery - other - CD Marker - NA - nos Black-Boxes | 9608 | 2 | 18.00 | 36.00 | 12 | 4.32 |
| 5 | | | | | | | |
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| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 592.00 | | 96.84 |
| | 48.42 | 48.42 | Total Invoice Amount | 688.84 | | |

Rupees : Six Hundred Eighty Eight and Paise Eighty Four Only.

for Summit Sales LLP

*Authorised signatory*

MODI PROPERTIES PVT. LTD. INWARD No. 6954 Date 22/9 Sign SEC'BAD

Subject to Hyderabad Jurisdiction

# Purchase Order

 08-09-2020 12:24:02

70245
08.09.20 12:15:09

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** | 70245 | 155973 |
| | **Doc Date** | 08-09-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 08-09-2020 | |
| 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 | 7583 - Stationery - other - Scale - NA - nos | 12.00 | 10.00 | 0.00 | 18.00 | 141.60 |
| 2 | 7563 - Stationery - other - Pencil - NA - boxes | 3.00 | 42.00 | 0.00 | 12.00 | 141.12 |
| 3 | 7509 - Stationery - other - Calculator - NA - nos | 2.00 | 155.00 | 0.00 | 18.00 | 365.80 |
| 4 | 7512 - Stationery - other - CD Marker - NA - nos<br>*Black-Boxes* | 2.00 | 18.00 | 0.00 | 12.00 | 40.32 |
| | | | | | **Total Order Value . . .** | **688.84** |

Rupees : Six Hundred Eighty Eight and Paise Eighty Four 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<br>Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint<br>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 purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

Accepted the above Terms And Conditions

For ***Silver Oak Villas LLP***

For ***Summit Sales LLP***

Authorised Signatory

Date : / /

Name :

Name :

Contact :

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP | Date: | 04-09-2020 |
| Site & Phase : | Silver Oak Villas | Time: | 12.00 |
| Supplier | | Req. No. | 155973 |
| Material required before date: | 09-09-2020 | ID No. | 59705 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Scales | | 12 | nos | | |
| 2 | Penils | | 3 | Box's | | |
| 3 | Calculators | | 2 | nos | | |
| 4 | CD markers black | | 2 | Box's | | |
| 5 | | | | | | |
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| 10 | | | | | | |

P.O. 70245

APPROVED
08 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: -For office use purpose

| | | | |
|---|---|---|---|
| Prepared By | Meenakshi | Approved by | |
| Sign.& D4ate | 04-09-2020 | 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. | 11214 |
|---|---|---|
| Silver Oak Villas LLP | DC Date. | 17-09-2020 |
| SY NO. 291, Cherlapally, Hyderabad | PO No. | 70245 |
| | PO Date. | 08-09-2020 |
| | Req ID | 59705 |
| | Req Date | 07-09-2020 |
| GSTIN : 36ADBFS3288A2Z7 | Loc Req No | 155973 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7583 - Stationery - other - Scale - NA - nos | | 12 |
| 2 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 3 |
| 3 | 7509 - Stationery - other - Calculator - NA - nos | | 2 |
| 4 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 2 |
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INWARD WITH TIME: 17:00
Inward No. 14758 Dt: 17/9/20
MRN No: 83084 Dt: 18/9/20
Received By: Manjo Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 41264
Date:
Sign: 20/9

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

TAX INVOICE

# Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **GSTIN/UNI: 36ACQFS2044C1Z7**  : 17-09-2020

| **Customer Details** | Invoice No. | 13268 |
|---|---|---|
| Silver Oak Villas LLP | Invoice Date. | 17-09-2020 |
| SY NO. 291, Cherlapally, Hyderabad | PO No. | 70245 |
| | PO Date. | 08-09-2020 |
| | Req ID | 59705 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 07-09-2020 |
| | Loc Req No | 155973 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
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| 3 | 7509 - Stationery - other - Calculator - NA - nos | | 2 | 155.00 | 310.00 | 18 | 55.80 |
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| 15 | | | | | | | |

INWARD WITH TIME: 17/00
Inward No. 14758 Dt: 17/9/20
MRN No: Dt:
Received By: Manip Sign:
SILVER OAK VILLAS LLP

| IGST | CGST | SGST | Total Taxable Amount | 592.00 | | 96.84 |
|---|---|---|---|---|---|---|
| | 48.42 | 48.42 | Total Invoice Amount | 688.84 | | |

Rupees : Six Hundred Eighty Eight and Paise Eighty Four Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction