

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		31/9/20		Prepared by:		SOWMYA	
PO/WO no.		70245		PO / WO Date.		8/9/20	
Supplier Name		Sslp		PO/WO amount		689	
Firm/Company		Govt		Project		Govt	
Sl. No.	Bill No.	13268		Bill Date	17/9/20		Bill amount
1.							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	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>						
Date	31/9/20						

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/-

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

1 of 1 : 17-09-2020

Customer Details				Invoice No.	13268		
Silver Oak Villas LLP SY NO. 291, Cherlapally, Hyderabad GSTIN : 36ADBFS3288A2Z7				Invoice Date.	17-09-2020		
				PO No.	70245		
				PO Date.	08-09-2020		
				Req ID	59705		
				Req Date	07-09-2020		
				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	9608	2	18.00	36.00	12	4.32
	Black-Boxes						
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
					592.00		96.84
IGST		CGST	SGST	Total Taxable Amount			
		48.42	48.42	Total Invoice Amount		688.84	
Rupees : Six Hundred Eighty Eight and Paise Eighty Four Only.							

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Purchase Order

Page(s) 1 Of 1

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

5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Doc No

70245

155973

Doc Date

08-09-2020

Quote No

Nil

Quote Date

08-09-2020

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 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
Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint
Phone. Contact: Security 65908777, 9502288244 Sanjay**Penalty 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 **Summit Sales LLP**For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Name :

Date : / /

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						
6						
7						
8						
9						
10						

P.O. 70245



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.

Summit Sales LLP

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

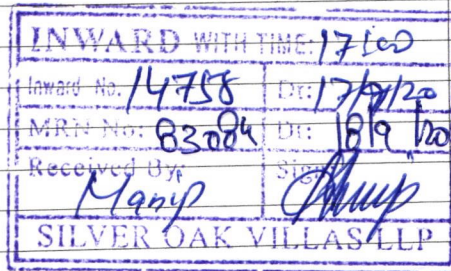
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 17-09-2020

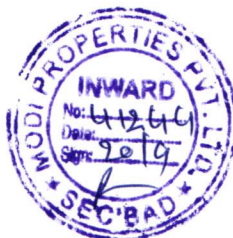
Customer Details		DC No.	11214
Silver Oak Villas LLP SY NO. 291, Cherlapally, Hyderabad GSTIN : 36ADBFS3288A2Z7		DC Date.	17-09-2020
		PO No.	70245
		PO Date.	08-09-2020
		Req ID	59705
		Req Date	07-09-2020
		Loc Req No	155973
	Description of Goods	HSN/SAC	Qty
1	7583 - Stationery - other - Scale - NA - 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
5			
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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 500005

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 17-09-2020

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				Req ID	59705		
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for Summit Sales LLP

Authorised signatory

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