PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71223.	PO / WO Date.	12/10/20
Supplier Name	SSLLP.	PO/WO amount	4,077.
Firm/Company	SOVLLP	Project	SOVLLP
Sl. No.	Bill No.	Bill Date	Bill amount
1	13865	27/10/20.	4,077
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 4,077

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11762	27/10/20	84447	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) -- Amount to be credited to the supplier:	4,077
Amount E – PO / WO value:	4,077
Amount F – Difference (A – E): GST-18%	–

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	**31.10.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	29/10/20						

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

1 of 1 : 27-10-2020

Customer Details

Silver Oak Villas LLP

SY NO. 291, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

Invoice No.	13865
Invoice Date.	27-10-2020
PO No.	71223
PO Date.	12-10-2020
Req ID	60654
Req Date	10-10-2020
Loc Req No	156062

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Blue	9608	24	3.50	84.00	12	10.08
2	7593 - Stationery - other - Stapler - other - nos Small	9608	3	37.00	111.00	18	19.98
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3	21.00	63.00	18	11.34
4	7594 - Stationery - other - Stapler pin - other - boxes small	7415	6	6.00	36.00	18	6.48
5	7560 - Stationery - other - Pen - NA - nos Black	9608	12	3.50	42.00	12	5.04
6	7538 - Stationery - other - L - File Folders - NA - nos		24	8.40	201.60	18	36.28
7	7505 - Stationery - other - Binder Clips - other - Small	8305	5	20.00	100.00	18	18.00
8	7512 - Stationery - other - CD Marker - NA - nos Blue	9608	6	18.00	108.00	12	12.96
9	7512 - Stationery - other - CD Marker - NA - nos Black	9608	6	18.00	108.00	12	12.96
10	7555 - Stationery - other - Paper - A4 - bundles	4810	12	230.00	2,760.00	12	331.20
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	3,613.60		464.32
	232.16	232.16	Total Invoice Amount		4,077.93	

Rupees : Four Thousand Seventy Seven and Paise Ninty Three Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SECBAD INWARD No. 70636 Date 30/10/20 Sign.

Purchase Order

 12-10-2020 14:29:41

71223
10.10.20 12:26:27

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	**Doc No**	71223	156062
	Doc Date	12-10-2020	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
	Quote Date	12-10-2020	
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	7560 - Stationery - other - Pen - NA - nos *Blue*	24.00	3.50	0.00	12.00	94.08
2	7593 - Stationery - other - Stapler - other - nos *Small*	3.00	37.00	0.00	18.00	130.98
3	7605 - Stationery - other - Whitner Pen - NA - nos	3.00	21.00	0.00	18.00	74.34
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	6.00	6.00	0.00	18.00	42.48
5	7560 - Stationery - other - Pen - NA - nos *Black*	12.00	3.50	0.00	12.00	47.04
6	7538 - Stationery - other - L - File Folders - NA - nos	24.00	8.40	0.00	18.00	237.89
7	7505 - Stationery - other - Binder Clips - other - boxes *Small*	5.00	20.00	0.00	18.00	118.00
8	7512 - Stationery - other - CD Marker - NA - nos *Blue*	6.00	18.00	0.00	12.00	120.96
9	7512 - Stationery - other - CD Marker - NA - nos *Black*	6.00	18.00	0.00	12.00	120.96
10	7555 - Stationery - other - Paper - A4 - bundles	12.00	230.00	0.00	12.00	3,091.20
					Total Order Value . . .	**4,077.93**

Rupees : Four Thousand Seventy Seven and Paise Ninty Three 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

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 12-10-2020 14:29:41 Original / Office Copy / Purchase Div.Copy

Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	10-10-2020
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156062
Material required before date:	12-10-2020	ID No.	60654

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 Paper Bundles	A4	12	Nos		
2	Blue pens P.O. 71223		24	Nos		
3	CD Markers (Black)		06	Nos		
4	CD Markers (Blue)		06	Nos		
5	Staplers	Small	03	Nos		
6	Binding Clips	Small	05	boxes		
7	Black pens		12	Nos		
8	**Stapler pins**	Small	06	Boxes		
9	L-Folders		24	Nos		
10	Whiteners		03	Nos		

Remarks: -For Office use purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	10-10-2020	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		
Silver Oak Villas LLP	DC No.	11762
SY NO. 291, Cherlapally, Hyderabad	DC Date.	27-10-2020
	PO No.	71223
	PO Date.	12-10-2020
	Req ID	60654
GSTIN : 36ADBFS3288A2Z7	Req Date	10-10-2020
	Loc Req No	156062

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	24
2	7593 - Stationery - other - Stapler - other - nos	9608	3
3	7605 - Stationery - other - Whitner Pen - NA - nos	9608	3
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	6
5	7560 - Stationery - other - Pen - NA - nos	9608	12
6	7538 - Stationery - other - L - File Folders - NA - nos		24
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
8	7512 - Stationery - other - CD Marker - NA - nos	9608	6
9	7512 - Stationery - other - CD Marker - NA - nos	9608	6
10	7555 - Stationery - other - Paper - A4 - bundles	4810	12
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24	INWARD WITH TIME:		
25	Inward No. 11955 Dt. 27/10/20		
26	MRN No: 84447 Dt: 27/10/20		
27	Received By Sign:		
28	SILVER OAK VILLAS LLP		
29			
30			

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No. 4219 Date 2-8-16 Sign SEC'BAD

TRANSIT COPY

TAX 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

SY NO. 291, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

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PO No.	71223
PO Date.	12-10-2020
Req ID	60654
Req Date	10-10-2020
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8	7512 - Stationery - other - CD Marker - NA - nos Blue	9608	6	18.00	108.00	12	12.96
9	7512 - Stationery - other - CD Marker - NA - nos Black	9608	6	18.00	108.00	12	12.96
10	7555 - Stationery - other - Paper - A4 - bundles	4810	12	230.00	2,760.00	12	331.20
11							
12							
13							
14							
15							

INWARD WITH TIME:
Inward No. 14955 Dt. 27/10/20
MRN No: Dt:
Received By Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST				
	232.16	232.16	Total Taxable Amount	3,613.60		464.32
			Total Invoice Amount	4,077.93		

Rupees : Four Thousand Seventy Seven and Paise Ninty Three Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction