PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	31/10/20.	Prepared by:	D.SOWMYA
PO/WO no.	71633.	PO / WO Date.	28/10/20.
Supplier Name	SSllp.	PO/WO amount	4,241
Firm/Company	Sovllp.	Project	Sovllp
Sl. No.	Bill No.	Bill Date	Bill amount
1	13913.	29/10/20.	4,241
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,241

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	11797	29/10/20	84565	☑ 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:				4,241
Amount E – PO / WO value:				4,241
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 bel~~ow)
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	**7.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	31/10/20	5/11					

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

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.	13913
Silver Oak Villas LLP	Invoice Date.	29-10-2020
SY NO. 291, Cherlapally, Hyderabad	PO No.	71633
	PO Date.	28-10-2020
	Req ID	61022
	Req Date	23-10-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	156096

	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	7552 - Stationery - other - Note pads - other - nos		10	45.00	450.00	18	81.00
	Finger tips						
3	7560 - Stationery - other - Pen - NA - nos	9608	20	5.50	110.00	12	13.20
	Blue						
4	7505 - Stationery - other - Binder Clips - other -	8305	10	22.00	220.00	18	39.60
	19mm						
5	7505 - Stationery - other - Binder Clips - other -	8305	10	20.00	200.00	18	36.00
	15mm						
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	3,740.00		501.00
	250.50	250.50	Total Invoice Amount	4,241.00		

Rupees : Four Thousand Two Hundred Fourty One Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 70735 Date 02/11 Sign Neha

Authorised signatory

Purchase Order

 28-10-2020 14:05:12

71633
20.10.20 4:01:43

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	**Doc No**	71633	156096
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	28-10-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	28-10-2020	
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	7555 - Stationery - other - Paper - A4 - bundles	12.00	230.00	0.00	12.00	3,091.20
2	7552 - Stationery - other - Note pads - other - nos *Finger tips*	10.00	45.00	0.00	18.00	531.00
3	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	5.50	0.00	12.00	123.20
4	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	10.00	22.00	0.00	18.00	259.60
5	7505 - Stationery - other - Binder Clips - other - boxes *15mm*	10.00	20.00	0.00	18.00	236.00
					Total Order Value . . .	**4,241.00**

Rupees : Four Thousand Two Hundred Fourty One Only.

Terms and Conditions :-

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

For ***Silver Oak Villas LLP***

Authorised Signatory

28/10/2020

Name : ______

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	22-10-2020
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	156096
Material required before date:	24-10-2020	ID No.	61022

No	Description	Size	Quantity	Units	67818	Date
1	A4 Paper Bundles		12	Nos		
2	Multi-Colour Memo Stick papers		10	Nos		
3	Blue pens		20	Nos		
4	Binding Clips	Small	10	boxes		
5	Binding Clips	Medium	10	boxes		
6						
7						
8						
9						
10						

P.O. 71633

APPROVED
28 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - For site office use purpose

Prepared By	G. Mona	Approved by	
Sign.& Date	22-10-2020	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:	28.03.19
Site & Phase :	Silver Oak Villas	Time:	15.00
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						
10						

Remarks: -For Site Use Purpose

Prepared By	G chandra kanth	Approved by	
Sign.& Date		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.	11797
Silver Oak Villas LLP	DC Date.	29-10-2020
SY NO. 291, Cherlapally, Hyderabad	PO No.	71633
	PO Date.	28-10-2020
	Req ID	61022
	Req Date	23-10-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	156096

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	12
2	7552 - Stationery - other - Note pads - other - nos		10
3	7560 - Stationery - other - Pen - NA - nos	9608	20
4	7505 - Stationery - other - Binder Clips - other - boxes	8305	10
5	7505 - Stationery - other - Binder Clips - other - boxes	8305	10
6			
7			
8			
9			
10			
11			
12			
13			
14	42287		
15	30/10		
16			
17			
18			
19			
20			
21			
22			
23	INWARD WITH TIME:		
24			
25	Inward No. 14911 Dt. 29/10/20		
26	MRN No: 84585 Dt: 29/10/2020		
27	Received By: Sign:		
28	SILVER OAK VILLAS LLP		
29			
30			

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

Email: purchase@modiproperties.com

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

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	PO Date.	28-10-2020
	Req ID	61022
GSTIN : 36ADBFS3288A2Z7	Req Date	23-10-2020
	Loc Req No	156096

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
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	Blue						
4	7505 - Stationery - other - Binder Clips - other -	8305	10	22.00	220.00	18	39.60
	19mm						
5	7505 - Stationery - other - Binder Clips - other -	8305	10	20.00	200.00	18	36.00
	15mm						
6							
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9							
10							
11							
12							
13							
14							
15							

INWARD WITH TIME:
Inward No. 16971 Dt: 29/10/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST			
IGST	CGST	SGST	Total Taxable Amount	3,740.00	501.00
	250.50	250.50	Total Invoice Amount	4,241.00	

Rupees : Four Thousand Two Hundred Fourty One Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction