PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	72181	PO / WO Date.	16/11/20
Supplier Name	SSllp.	PO/WO amount	414
Firm/Company	ceSovllp.	Project	Sovllp
Sl. No.	Bill No.	Bill Date	Bill amount
1	14425 ~~25/11/20~~	25/11/20.	. 414
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			414

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12252	25/11/20	85652	☑ 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:	414
Amount E – PO / WO value:	414
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 accept~~able 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	**5.12.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	30/11/20.	4/12					

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		
Silver Oak Villas LLP	Invoice No.	14425
sy no 291,cherlapally hyd	Invoice Date.	25-11-2020
	PO No.	72181
	PO Date.	16-11-2020
	Req ID	61572
GSTIN : 36ADBFS3288A2Z7	Req Date	16-11-2020
	Loc Req No	156164

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos		10	37.00	370.00	12	44.40
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	370.00		44.40
	22.20	22.20	Total Invoice Amount	414.40		

Rupees : Four Hundred Fourteen and Paise Fourty Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 71709
Date. 01/12
Sign. Neha

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-11-2020 16:51:18

72181
06.11.20 4:56:38

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**	72181	156164
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	16-11-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	16-11-2020	
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	7507 - Stationery - other - Box file - Big - nos	10.00	37.00	0.00	12.00	414.40
					Total Order Value . . .	**414.40**

Rupees : Four Hundred Fourteen and Paise Fourty 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

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________ Name : ____________________ Date : __/__/____

Contact

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	16-11-2020
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156164
Material required before date:	18-11-2020	ID No.	61572

No	Description	Size	Quantity	Units	Inward No	Date
1	Flat Files		500	Nos		
2	Box Files	72181	10	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For Site Staff filing purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	16-11-2020	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.	12252
sy no 291,cherlapally hyd	DC Date.	25-11-2020
	PO No.	72181
	PO Date.	16-11-2020
	Req ID	61572
GSTIN : 36ADBFS3288A2Z7	Req Date	16-11-2020
	Loc Req No	156164

	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		10
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24	INWARD WITH TIME:		
25	Inward No. 15143 Dt 25/11/20		
26	MRN No: 85652 Dt 25/11/2020.		
27	Received By: Sign:		
28			
29	SILVER OAK VILLAS LLP		
30			

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 4279 Date 27/11 Sign Neha

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

TRANSIT COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	14425
sy no 291,cherlapally hyd	Invoice Date.	25-11-2020
	PO No.	72181
	PO Date.	16-11-2020
	Req ID	61572
	Req Date	16-11-2020
GSTIN : 36ADBFS3288A2Z7	Loc Req No	156164

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos		10	37.00	370.00	12	44.40
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8							
9							
10							
11							
12							
13							
14							
15							

INWARD WITH TIME:
Inward No. 15143 Dt. 25/11/20
MRN No: Dt.
Received By: Sign:
SILVER OAK VILLAS LLP

IGST	CGST	SGST			
			Total Taxable Amount	370.00	44.40
	22.20	22.20	Total Invoice Amount	414.40	

Rupees : Four Hundred Fourteen and Paise Fourty Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction