PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72771	PO / WO Date.	07/12/2020
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 8,477/-
Firm/Company	Silver Oak Villas LLP	Project	SOV - IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	14691	09/12/2020	Rs. 6,932/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,932/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12492	09/12/2020	86149	☑ 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:	Rs. 6,932/-
Amount E – PO / WO value:	Rs. 8,477/-
Amount F – Difference (A – E):	Rs. -1,545/-

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	**19/12/2020**

Remarks: **Part bill received.**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	16/12/20	16/12					

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. 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

Summit Sales LLP

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

Email: purchase@modiproperties.com

ORIGINAL INVOICE

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP sy no 291,cherlapally hyd GSTIN : 36ADBFS3288A2Z7	Invoice No.	14691
	Invoice Date.	09-12-2020
	PO No.	72771
	PO Date.	07-12-2020
	Req ID	62107
	Req Date	07-12-2020
	Loc Req No	156225

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	6	230.00	1,380.00	12	165.60
2	7560 - Stationery - other - Pen - NA - nos Blue-24,Black-12,Red-12	9608	48	3.50	168.00	12	20.16
3	4022 - Consumables - Dettol - NA - nos Hand wash	3401	5	65.00	325.00	18	58.50
4	4014 - Consumables - Colin - 500ml - nos	3402	5	77.00	385.00	18	69.30
5	7594 - Stationery - other - Stapler pin - other - boxes Small	7415	24	6.00	144.00	18	25.92
6	7593 - Stationery - other - Stapler - other - nos	9608	4	37.00	148.00	18	26.64
7	7585 - Stationery - other - Sharpner - NA - nos	8214	12	3.00	36.00	12	4.32
8	7523 - Stationery - other - Eraser - NA - nos		12	1.50	18.00	18	3.24
9	7592 - Stationery - other - stamp pad - NA - nos	9612	3	42.00	126.00	18	22.68
10	3502 - Computers and Peripherals - Catridge - NA - Epson ink bottle	37079090	5	600.00	3,000.00	18	540.00
11	7552 - Stationery - other - Note pads - other - nos Finger tips		5	45.00	225.00	18	40.50
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	5,955.00		976.86
	488.43	488.43	Total Invoice Amount	6,931.86		

Rupees : Six Thousand Nine Hundred Thirty One and Paise Eighty Six Only.

MODI PROPERTIES PVT LTD SEC'BAD INWARD No. 72678 Date 10/12 Sign. Neke

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction