PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/02/21	Prepared by:	NEHA
PO/WO no.	74579	PO / WO Date.	08/02/21
Supplier Name	SSIIP	PO/WO amount	11,768/-
Firm/Company	Silver oak villas IIP	Project	SOV IIP
Sl. No.	Bill No.	Bill Date	Bill amount
1	15969	15/02/21	8,162/-
2			
3			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,162/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	13624	15/02/21	88733	☑ 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:	–
Amount E – PO / WO value:	8,162/-
Amount F – Difference (A – E): GST-18%	11,768/-
	3606/-

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	~~22-02-21~~ 26/02/21
Remarks	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	19/02/21	19/2					

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

#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	Invoice No.	15969
Sy No, 291, Phase IX, Cherlapally, Hyderabad	Invoice Date.	15-02-2021
	PO No.	74579
	PO Date.	08-02-2021
	Req ID	63649
GSTIN : 36ADBFS3288A2Z7	Req Date	04-02-2021
	Loc Req No	156367

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4000 - Consumables - Acid - NA - ltrs	2806	20	20.00	400.00	18	72.00
2	7514 - Stationery - other - Cello Tape - other - nos White		5	55.00	275.00	18	49.50
3	7514 - Stationery - other - Cello Tape - other - nos Brown		5	55.00	275.00	18	49.50
4	7555 - Stationery - other - Paper - A4 - bundles	4810	10	230.00	2,300.00	12	276.00
5	7529 - Stationery - other - File Folders - NA - nos L-folder		20	9.00	180.00	18	32.40
6	7528 - Stationery - other - Fevistick - NA - nos	9608	12	20.00	240.00	12	28.80
7	4001 - Consumables - Air Freshner - NA - nos Room freshner	3307	5	82.00	410.00	18	73.80
8	4059 - Consumables - Surf Detergent Powder - NA -	3402	5	25.00	125.00	18	22.50
9	4041 - Consumables - Mopping stick - NA - nos	9603	6	126.00	756.00	18	136.08
10	4098 - Consumables - Dust pan - NA - nos		3	25.00	75.00	18	13.50
11	4065 - Consumables - Vim bar - NA - nos	3405	6	42.00	252.00	18	45.36
12	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	85.00	510.00	18	91.80
13	4066 - Consumables - Water bottle - NA - nos		24	52.00	1,248.00	18	224.64
14							
15							

IGST	CGST	SGST			
	557.94	557.94	Total Taxable Amount	7,046.00	1,115.88
			Total Invoice Amount	8,161.88	

Rupees : Eight Thousand One Hundred Sixty One and Paise Eighty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

MODI PROPERTIES SECUNDERABAD
Inward No. 74520
Date: 19/2

Authorised signatory

08-02-2021 17:42:01

Purchase Order

74579
05.02.21 11:35:32

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	74579	156367
Doc Date	08-02-2021	
Quote No	Nil	
Quote Date	08-02-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4000 - Consumables - Acid - NA - ltrs	20.00	20.00	0.00	18.00	472.00
2	7514 - Stationery - other - Cello Tape - other - nos *White*	5.00	55.00	0.00	18.00	324.50
3	7514 - Stationery - other - Cello Tape - other - nos *Brown*	5.00	55.00	0.00	18.00	324.50
4	7555 - Stationery - other - Paper - A4 - bundles	24.00	230.00	0.00	12.00	6,182.40
5	7529 - Stationery - other - File Folders - NA - nos *L-folder*	20.00	9.00	0.00	18.00	212.40
6	7528 - Stationery - other - Fevistick - NA - nos	12.00	20.00	0.00	12.00	268.80
7	4001 - Consumables - Air Freshner - NA - nos *Room freshner*	5.00	82.00	0.00	18.00	483.80
8	4059 - Consumables - Surf Detergent Powder - NA - kgs	5.00	25.00	0.00	18.00	147.50
9	4041 - Consumables - Mopping stick - NA - nos	6.00	126.00	0.00	18.00	892.08
10	4098 - Consumables - Dust pan - NA - nos	3.00	25.00	0.00	18.00	88.50
11	4065 - Consumables - Vim bar - NA - nos	6.00	42.00	0.00	18.00	297.36
12	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	85.00	0.00	18.00	601.80
13	4066 - Consumables - Water bottle - NA - nos	24.00	52.00	0.00	18.00	1,472.64
	Total Order Value . . .					**11,768.28**

Rupees : Eleven Thousand Seven Hundred Sixty Eight and Paise Twenty Eight Only.

Terms and Conditions :-

1. Part Bill Received.
@ ~~[illegible]~~ 15969 - 15/02/21 - 8,162/-
B/c Receivable - 3606/-

Specification / Brand All items shall be of 1st quality brand.

Payment Terms nill

Tax All taxes included in above price.

Delivery Date With in 4 days

For ***Silver Oak Villas LLP***
Authorised Signatory

09/02/2021

Name : ______

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

	Silver Oak Villas LLP	Date:	04-02-21
	Silver Oak Villas	Time:	15.00
		Req. No.	156367
...red before date:	09-02-2021	ID No.	63649

No	Description	Size	Quantity	Units	Inward No	Date
	Acid Bottles	Std	20	Nos		
2	Cello Tapes White	Std	05	Nos		
3	Cello Tapes Brown	Std	05	Nos		
4	A4 Paper Bundels	Std	24	Nos		
5	L folders	Std	20	Nos		
6	Fevi stik	Std	12	Nos		
7	Dust pan	Std	03	Nos		
8	Spoons	Std	12	Nos		
	Tea Cups	Std	02	sets		
10	Water Bottles	Std	02	Dozens		
11	Soaps (vim)	Std	06	Nos		
12	Surfexcel packets	1/2 kg	05	Nos		
13	Room Sprey	Std	05	Nos		
14	Lizol	Std	06	Nos		
15	Remort cells	Std	10	Nos		
16	Moping Sticks	Std	06	Nos		

74579

APPROVED
09 FEB 2021
MANAGER PROCUREMENT

Remarks: - For Site Use Purpose

Prepared By	G.MONA	Approved by	
Sign.& Date	04-02-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:		Date:	
Site & Phase :		Time:	15.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
7						
8						
9						
10						

Remarks: - For Villas final possession purpose.

Prepared By	K.PURSHOTHAM	Approved by	
Sign.& Date	24.03.17	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		
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Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	15-02-2021
	PO No.	74579
	PO Date.	08-02-2021
	Req ID	63649
GSTIN : 36ADBFS3288A2Z7	Req Date	04-02-2021
	Loc Req No	156367

	Description of Goods	HSN/SAC	Qty
1	4000 - Consumables - Acid - NA - ltrs	2806	20
2	7514 - Stationery - other - Cello Tape - other - nos		5
3	7514 - Stationery - other - Cello Tape - other - nos		5
4	7555 - Stationery - other - Paper - A4 - bundles	4810	10
5	7529 - Stationery - other - File Folders - NA - nos		20
6	7528 - Stationery - other - Fevistick - NA - nos	9608	12
7	4001 - Consumables - Air Freshner - NA - nos	3307	5
8	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	5
9	4041 - Consumables - Mopping stick - NA - nos	9603	6
10	4098 - Consumables - Dust pan - NA - nos		3
11	4065 - Consumables - Vim bar - NA - nos	3405	6
12	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
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INWARD WITH TIME:
Inward No. 15563 Dt. 15/2/21
MRN No. 8873 Dt. 15/2/21
Received by: Sravan Sign 15/2/21
SILVER OAK V...

MODI PROPERTIES PVT. LTD. INWARD No. 45579 Date 16/2 SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

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IGST	CGST	SGST			
	557.94	557.94	Total Taxable Amount	7,046.00	1,115.88
			Total Invoice Amount	8,161.88	

Rupees : Eight Thousand One Hundred Sixty One and Paise Eighty Eight Only.

INWARD WITH TIME
Inward No. 15563 Dt. 15/2/21
MRN No:
Received By: [signature] Sign 15/2/21
SILVER OAK VILLAS

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction