

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 24/3/21		Prepared by: NEHA	
PO/WO no. 75768 75667		PO / WO Date. 20/3/21	
Supplier Name SShp		PO/WO amount 4590.37/-	
Firm/Company SOV Lhp		Project SOV	
Sl. No.	Bill No.	Bill Date	Bill amount
1	16639	24/3/21	818.92/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			818.92/-
Sl. No.	DC No	DC. Date	MRN No.
1.	14257	24/3/21	90492
2.			
3.			
			DC matches MRN
			☒ Yes ☐ No
			☐ Yes ☐ No
			☐ 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:			818.92/-
Amount F - Difference (A - E): GST-18%			4590.37/-
Quantity received as per PO /WO			3771.45/-
			☒ 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			09/04/21
Remarks: Find Bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			
Date	29/3/21	25/3	

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/-

Purchase Order

Page(s) 1, Of 2

18-03-2021 11:48:45



75667

15.03.21 12:26:21

From Company : **Silver Oak Villas LLP**

5-4-187/3 & 4, II nd 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	75667	156415
Doc Date	17-03-2021	
Quote No	Nil	
Quote Date	17-03-2021	
SupplyType	Supply	

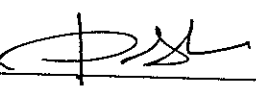
Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7560 - Stationery - other - Pen - NA - nos Blue	30.00	5.50	0.00	12.00	184.80
2 7560 - Stationery - other - Pen - NA - nos Black	30.00	5.50	0.00	12.00	184.80
3 7512 - Stationery - other - CD Marker - NA - nos Black	10.00	18.90	0.00	12.00	211.68
4 7512 - Stationery - other - CD Marker - NA - nos Blue	10.00	18.90	0.00	12.00	211.68
5 7544 - Stationery - other - Marker - NA - nos Black	10.00	16.00	0.00	12.00	179.20
6 7544 - Stationery - other - Marker - NA - nos Blue	10.00	16.00	0.00	12.00	179.20
7 7594 - Stationery - other - Stapler pin - other - boxes Big	4.00	19.00	0.00	18.00	89.68
8 7593 - Stationery - other - Stapler - other - nos Big	1.00	195.00	0.00	18.00	230.10
9 7509 - Stationery - other - Calculator - NA - nos	3.00	158.00	0.00	18.00	559.32
10 7592 - Stationery - other - stamp pad - NA - nos	3.00	44.00	0.00	18.00	155.76
11 7505 - Stationery - other - Binder Clips - other - boxes Small	3.00	20.00	0.00	18.00	70.80
12 7538 - Stationery - other - L - File Folders - NA - nos	30.00	8.40	0.00	18.00	297.36
13 7571 - Stationery - other - Projects folder - NA - nos	1.00	5.50	0.00	18.00	6.49
14 4036 - Consumables - Keychain rings - NA - nos	100.00	5.00	0.00	18.00	590.00
15 7533 - Stationery - other - Highlighter - NA - nos All colours	5.00	20.00	0.00	12.00	112.00
16 7596 - Stationery - other - Tag files - NA - nos	10.00	13.00	0.00	18.00	153.40
17 7539 - Stationery - other - Labels - NA - sheets	100.00	2.20	0.00	18.00	259.60
18 6100 - Miscellaneous - Plastic Cards - Others - nos	100.00	5.50	0.00	18.00	649.00

For **Silver Oak Villas LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

18-03-2021 11:48:45

Original / Office Copy / Purchase Div.Copy

197552 • Stationery - other - Note pads - other - nos	5.00	45.00	0.00	18.00	265.50
Total Order Value . . .					4,590.37
Rupees : Four Thousand Five Hundred Ninty and Paise Thirty Seven 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
Penalty For Delay	Nil
Transportation	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	

Part bill : 16521 / 16522

At : 3771
Bal : 819

26/3/21

For Silver Oak Villas LLP

Authorised Signatory

Name :

Contact :-

Accepted the above Terms And Conditions

For Summit Sales LLP

Name :

Date : / /

Company Name:		Silver Oak Villas LLP		Date:		17-03-2021	
Site & Phase :		Silver Oak Villas		Time:		14.00	
Supplier				Req. No.		156415	
Material required before date:			20-03-2021		ID No.		64727

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens		30	Nos		
2	Black pens		30	Nos		
3	CD markers Black		10	Nos		
4	CD markers Blue		10	Nos		
5	Permanent markers Black		08	Nos		
6	Permanent markers Blue		08	Nos		
7	Stapler pins	Big	04	Nos		
8	Stapler	Big	01	Nos		
9	Calculator		01	Nos		
10	Stamp pad		03	Nos		
11	Binding Clips	small	03 30	Nos	Bm	
12	L-folders		03 30	Nos	Bm	
13	A4 Transparent Sheets		01	Packet		
14	Key rings with Tags		100	Nos		
15	Memo Sticker		05	Nos		
16	Green gel pens		10	Nos		
17	Highlighters pens (Nano green Color)		05	Nos		
18	Tag Files		10	Nos		

Remarks: For Site office staff stationary use purpose

Prepared By	Mona	Approved by	
Sign. & Date	17-03-2021	Sign. & Date	

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

APPROVED
18 MAR 2021
P. PRABHAKAR
Sr. Manager PURCHASE

Summit Sales LLP

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

Email: purchase@modiproperties.com

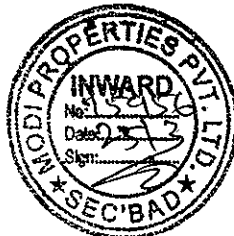
Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 24-03-2021

Customer Details				Invoice No.	16639		
Silver Oak Villas LLP				Invoice Date.	24-03-2021		
Sy No, 291, Phase IX, Cherlapally, Hyderabad				PO No.	75667		
GSTIN : 36ADBFS3288A2Z7				PO Date.	17-03-2021		
				Req ID	64727		
				Req Date	17-03-2021		
				Loc Req No	156415		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7509 - Stationery - other - Calculator - NA - nos		3	158.00	474.00	18	85.32
2	7539 - Stationery - other - Labels - NA - sheets		100	2.20	220.00	18	39.60
3							
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8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
62.46				62.46		Total Taxable Amount	
Total Invoice Amount				694.00		124.92	
Rupees : Eight Hundred Eighteen and Paise Ninty Two Only.				818.92			

Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

Summit Sales LLP

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

Email: purchase@modiproperties.com

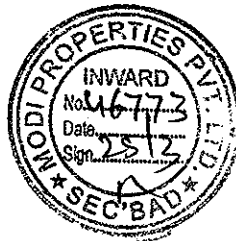
Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 24-03-2021

Customer Details		DC No.	14257
Silver Oak Villas LLP		DC Date.	24-03-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad		PO No.	75667
		PO Date.	17-03-2021
		Req ID	64727
GSTIN : 36ADBFS3288A2Z7		Req Date	17-03-2021
		Loc Req No	156415
Description of Goods		HSN/SAC	Qty
1	7509 - Stationery - other - Calculator - NA - nos		3
2	7539 - Stationery - other - Labels - NA - sheets		100
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4			
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INWARD WHT DUE	
Inward No: 15680	Di: 24/3/21
MRN No: 90492	Di: 24/3/2021
Received By:	Sign:
SILVER OAK VILLAS LLP	



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

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 24-03-2021

Customer Details				Invoice No.		16639	
Silver Oak Villas LLP Sy No, 291, Phase IX, Cherlapally, Hyderabad GSTIN : 36ADBFS3288A2Z7				Invoice Date.		24-03-2021	
				PO No.		75667	
				PO Date.		17-03-2021	
				Req ID		64727	
				Req Date		17-03-2021	
				Loc Req No		156415	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7509 - Stationery - other - Calculator - NA - nos		3	158.00	474.00	18	85.32
2	7539 - Stationery - other - Labels - NA - sheets		100	2.20	220.00	18	39.60
3							
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10							
11							
12							
13							
14							
15							
IGST				CGST		SGST	
				62.46		62.46	
Total Taxable Amount				694.00		124.92	
Total Invoice Amount						818.92	

Rupees : Eight Hundred Eighteen and Paise Ninty Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction