PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/3/21	Prepared by:	NEHA
PO/WO no.	~~75768~~ 75667	PO / WO Date.	20/3/21
Supplier Name	SSLLP	PO/WO amount	4590.37/-
Firm/Company	SOV LLP	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.	DC matches MRN
1.	14257	24/3/21	90492	☑ 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:	818.92/-
Amount E – PO / WO value:	4590.37/-
Amount F – Difference (A – E): GST-18%	3771.45/-

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 / W7O	☑ Yes ☒ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____/- ☐ No
Payment – due date	02/04/21
Remarks:	Find Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	29/3/21	29/3					

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/-

18-03-2021 11:48:45

Purchase Order

75667

15.03.21 12:26:21

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	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 :

Contact ...

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

Name : ____________

Date : __/__/__

Purchase Order

 18-03-2021 11:48:45

Original / Office Copy / Purchase Div.Copy

19	7552 - 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.

Part bill : 16521 / 16522

At : 3771

Bal : 819

26/3/21

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
Penality 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	

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	Box	
12	L-folders 75667		03 30	Nos	Box	
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) All 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	

APPROVED
18 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

TAX INVOICE

ORIGINAL 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

Customer Details		
Silver Oak Villas LLP	Invoice No.	16639
Sy No, 291, Phase IX, Cherlapally, Hyderabad	Invoice Date.	24-03-2021
	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	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
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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

MODI PROPERTIES PVT. LTD. ★SEC'BAD★ INWARD No. 15956 Date 25/3 Sign:

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.	14257
Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	24-03-2021
	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
3			
4			
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INWARD With Date:
Inward No 15680 Dt 24/3/21
MRN No: 90492 Dt: 24/3/2021
Received By: Sign
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD.
INWARD
No. 46773
Date
Sign 25/3
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

GSTIN/UNI: 36ACQFS2044C1Z7

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Sy No, 291, Phase IX, Cherlapally, Hyderabad	Invoice Date.	24-03-2021
	PO No.	75667
	PO Date.	17-03-2021
	Req ID	64727
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2	7539 - Stationery - other - Labels - NA - sheets		100	2.20	220.00	18	39.60
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INWARD WITH ...
Inward No 15680 Dt 24/3/21
MRN No: Dt:
Received By: Sign
SILVER OAK VILLAS LLP

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