PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/5/21	Prepared by:	T.D. Kpaling
PO/WO no.	77001	PO / WO Date.	7/5/21
Supplier Name	Summit Sales LLP	PO/WO amount	Rs. 2,523/-
Firm/Company	Silver ~~oak~~ Villas LLP	Project	SOV-IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	17273	8/5/21	Rs. 2,523/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,523/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	14782	8/5/21	91886	☑ 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:	Rs. 2,523/-
Amount E – PO / WO value:	Rs. 2,523/-
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 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	22/5/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	19/5/21						

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

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	17273
Silver Oak Villas LLP	Invoice Date.	08-05-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad	PO No.	77001
	PO Date.	07-05-2021
	Req ID	65965
	Req Date	07-05-2021
GSTIN : 36ADBFS3288A2Z7	Loc Req No	156457

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	60	3.50	210.00	12	25.20
	Blue						
2	7560 - Stationery - other - Pen - NA - nos	9608	20	3.50	70.00	12	8.40
	Black						
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	5	76.00	380.00	18	68.40
4	4001 - Consumables - Air Freshner - NA - nos	3307	10	84.00	840.00	18	151.20
	Room freshners						
5	7593 - Stationery - other - Stapler - other - nos	9608	2	36.75	73.50	18	13.24
	Small						
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	15.75	78.75	18	14.18
	Small						
7	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
8	4022 - Consumables - Dettol - NA - nos	3401	5	84.00	420.00	18	75.60
	Hand wash						
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	2,156.25		366.30
	183.15	183.15	Total Invoice Amount	2,522.54		

Rupees : Two Thousand Five Hundred Twenty Two and Paise Fifty Four Only.

for Summit Sales LLP

80365
1015

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

Orig 77001
06 05 21 4 35 37

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	**Doc No**	77001	156457
	Doc Date	07-05-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-05-2021	
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	7560 - Stationery - other - Pen - NA - nos *Blue*	60.00	3.50	0.00	12.00	235.20
2	7560 - Stationery - other - Pen - NA - nos *Black*	20.00	3.50	0.00	12.00	78.40
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	5.00	76.00	0.00	18.00	448.40
4	4001 - Consumables - Air Freshner - NA - nos *Room freshners*	10.00	84.00	0.00	18.00	991.20
5	7593 - Stationery - other - Stapler - other - nos *Small*	2.00	36.75	0.00	18.00	86.73
6	7594 - Stationery - other - Stapler pin - other - boxes *Small*	5.00	15.75	0.00	18.00	92.93
7	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
8	4022 - Consumables - Dettol - NA - nos *Hand wash*	5.00	84.00	0.00	18.00	495.60
					Total Order Value . . .	**2,522.54**

Rupees : Two Thousand Five Hundred Twenty Two and Paise Fifty Three Only.

<u>Terms and Conditions :-</u>

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

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

Name : 10/05/2021

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

Name : ____________

Date : __/__/____

Purchase Order

 07-05-2021 4:24:12 PM

Original / Office Copy / Purchase Div.Copy

Measurment NA

Security Nil

Remarks .

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 10/05/2021

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

1243

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	07-05-2021
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156457
Material required before date:	09-05-2021	ID No.	65965

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Box	3	Nos		
2	Black pens	Box	1	Nos		
3	Harpic		5	Nos		
4	Hand wash		5	Nos		
5	Garbage covers 77001	Medium	3	Nos		
6	Air freshners 77002		10	Nos	4	
7	Staplers	small	2	Nos		
8	Stapler pins	small	5	Nos		
9	Pencil box		2	Nos		

Remarks: For Praveen sir, Bala krishna sir and Ravi sir

Prepared By	P.Aishwarya	Approved by	
Sign.& Date	07-05-2021	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	DC No.	14782
Silver Oak Villas LLP	DC Date.	08-05-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad	PO No.	77001
	PO Date.	07-05-2021
	Req ID	65965
GSTIN : 36ADBFS3288A2Z7	Req Date	07-05-2021
	Loc Req No	156457

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	60
2	7560 - Stationery - other - Pen - NA - nos	9608	20
3	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	5
4	4001 - Consumables - Air Freshner - NA - nos	3307	10
5	7593 - Stationery - other - Stapler - other - nos	9608	2
6	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
7	7563 - Stationery - other - Pencil - NA - boxes	4421	2
8	4022 - Consumables - Dettol - NA - nos	3401	5
9			
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INWARD
Inward No 15761 8/5/21
MRN No: 91886 8/5/21
Received By
SILVER OAK VILLAS LLP

INWARD
No. 71667
Date 10/5
Sign

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

Customer Details	Invoice No.	17273
Silver Oak Villas LLP	Invoice Date.	08-05-2021
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	Small						
7	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
8	4022 - Consumables - Dettol - NA - nos	3401	5	84.00	420.00	18	75.60
	Hand wash						
9							
10							
11							
12							
13							
14							
15							

INWARD WITH TIME:
Inward No 15761 Dt 8/5/21
MRN No:
Received By: Sign
SILVER OAK VILLAS LLP

IGST	CGST	SGST	Total Taxable Amount	2,156.25		366.30
	183.15	183.15	Total Invoice Amount	2,522.54		

Rupees : Two Thousand Five Hundred Twenty Two and Paise Fifty Four Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction