PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/7/2021	Prepared by:	T. Murthy
PO/WO no.	78546	PO / WO Date.	13/7/21
Supplier Name	Summit Sales LLP	PO/WO amount	1,103.30/-
Firm/Company	SOV LLP	Project	SOV-IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	18317	16/7/21	1103.30/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,103.30/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	15643	16/7/21	94056	☐ ~~Yes~~ ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,103.30/-
Amount E – PO / WO value:	1,103.30/-
Amount F – Difference (A – E):	–

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	26/7/2021

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED				
Date	20/7/21		21 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				

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, Phase IX, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

Invoice No.	18317
Invoice Date.	16-07-2021
PO No.	78546
PO Date.	13-07-2021
Req ID	67461
Req Date	12-07-2021
Loc Req No	156504

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7578 - Stationery - other - Ring Binder - other - nos A4		5	187.00	935.00	18	168.30
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	935.00	168.30
	84.15	84.15	Total Invoice Amount	1,103.30	

Rupees : One Thousand One Hundred Three and Paise Thirty Only.

SUMMIT SALES LLP
INWARD
No: 62393
Date: 19/7
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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.	15643
Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	16-07-2021
	PO No.	78546
	PO Date.	13-07-2021
	Req ID	67461
GSTIN : 36ADBFS3288A2Z7	Req Date	12-07-2021
	Loc Req No	156504

	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		5
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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o/.made

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 13-07-2021 11:20:10

78546
12.07.21 11:10:50

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	78546	156504
Doc Date	13-07-2021	
Quote No	Nil	
Quote Date	14-05-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7578 - Stationery - other - Ring Binder - other - nos *A4*	5.00	187.00	0.00	18.00	1,103.30
					Total Order Value . . .	**1,103.30**

Rupees : One Thousand One Hundred Three and Paise Thirty 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
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 Audit team filing 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 : __/__/____

Requisition Form

Company Name:	SILVER OAK VILLAS LLP	Date:	12-07-21
Site & Phase :	SILVER OAK VILLAS	Time:	12.00
Supplier		Req. No.	156504
Material required before date:	urgent	ID No.	67461

No	Description	Size	Quantity	Units	Inward No	Date
1	RIng binder files	A4	5	nos		
2						
3						
4						
5	78546					
6						
7						
8						
9						
10						

Remarks: - For Audit team fileing purpose.

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	12-07-21	Sign. & Date	

APPROVED
13 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
Silver Oak Villas LLP	DC No.	15643
Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	16-07-2021
	PO No.	78546
	PO Date.	13-07-2021
	Req ID	67461
GSTIN : 36ADBFS3288A2Z7	Req Date	12-07-2021
	Loc Req No	156504

	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		5
2			
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INWARD WITH ...
Inward No 15889 Dt 16/7/21
MRN No 94016 Dt 16/7/21
Received By Sign
SILVER OAK VILLAS LLP

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory