PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/07/21	Prepared by:	T.D. Murthy
PO/WO no.	78345	PO / WO Date.	05/7/21
Supplier Name	SSLLP	PO/WO amount	~~78~~ 1600/-
Firm/Company	SOVLLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1	18456	23/7/21	566/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			566/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	15751	23/7/21	94273	☑ 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:	566/-
Amount E – PO / WO value:	1600/-
Amount F – Difference (A – E): GST-18%	1034/-

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	02/08/21
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	28/7/21	28/7/21					

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

ORIGINAL INVOICE

#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.	18456
Silver Oak Villas LLP	Invoice Date.	23-07-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad	PO No.	78345
	PO Date.	05-07-2021
	Req ID	67274
	Req Date	28-06-2021
GSTIN : 36ADBFS3288A2Z7	Loc Req No	156493

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7514 - Stationery - other - Cello Tape - other - nos Brown Tape Small		2	55.00	110.00	18	19.80
2	7514 - Stationery - other - Cello Tape - other - nos		5	55.00	275.00	18	49.50
3	7528 - Stationery - other - Fevistick - NA - nos	9608	5	20.00	100.00	12	12.00
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IGST	CGST	SGST				
			Total Taxable Amount	485.00		81.30
	40.65	40.65	Total Invoice Amount	566.30		

Rupees : Five Hundred Sixty Six and Paise Thirty Only.

SUMMIT SALES LLP
IN WARD
No: 82659
Date: 24/7
Sign: L
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	DC No.	15751
Silver Oak Villas LLP	DC Date.	23-07-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad	PO No.	78345
	PO Date.	05-07-2021
	Req ID	67274
GSTIN : 36ADBFS3288A2Z7	Req Date	28-06-2021
	Loc Req No	156493

	Description of Goods	HSN/SAC	Qty
1	7514 - Stationery - other - Cello Tape - other - nos		2
2	7514 - Stationery - other - Cello Tape - other - nos		5
3	7528 - Stationery - other - Fevistick - NA - nos	9608	5
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Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 05-07-2021 15:08:25

78345

06.07.21 4:40:58

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	**Doc No**	78345	156493
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	05-07-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	05-07-2021	
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 *Black*	20.00	3.50	0.00	12.00	78.40
2	7560 - Stationery - other - Pen - NA - nos *Blue*	20.00	3.50	0.00	12.00	78.40
3	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	3.00	37.80	0.00	18.00	133.81
4	7514 - Stationery - other - Cello Tape - other - nos *Brwon Tape Big*	5.00	57.75	0.00	18.00	340.73
5	7514 - Stationery - other - Cello Tape - other - nos *Brown Tape Small* Bal	5.00	55.00	0.00	18.00	324.50
6	7513 - Stationery - other - Cello Tape - 1 In - nos	5.00	37.00	0.00	12.00	207.20
7	7514 - Stationery - other - Cello Tape - other - nos	5.00	55.00	0.00	18.00	324.50
8	7528 - Stationery - other - Fevistick - NA - nos	5.00	20.00	0.00	12.00	112.00
				Total Order Value . . .		**1,599.54**

Rupees : One Thousand Five Hundred Ninty Nine and Paise Fifty Four Only.

1) Part Bill received of Rs. 1033/- B. no: 18166 and Bal. Bill 8/7/21 of Rs 566/- to be received
14/7/21

2) Final Bill received
28/7/21.

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

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Purchase Order

 05-07-2021 15:08:25 Original / Office Copy / Purchase Div.Copy

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:	28-06-2021
Site & Phase :	Silver Oak Villas	Time:	12:00
Supplier		Req. No.	156493
Material required before date:	30-06-2021	ID No.	67274

No	Description	Size	Quantity	Units	Inward No	Date
1	Black pens	-	2			
2	Blue pens	-	2			
3	Binder clips	25mm	6			
4	Double sided tape	big	5			
5	Brown tape	big	5			
6	Brown tape	small	5			
7	Cello tape	small	5			
8	Cello tape	Big	5			
8	Fevicol	-	5			

78345

Remarks: For SOV Site admin purpose

Prepared By	P.Aishwarya	Approved by	
Sign.& Date	28-06-2021	Sign. & Date	

APPROVED
28 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

… write inward number and date in last 2 columns.

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

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Silver Oak Villas LLP	DC Date.	23-07-2021
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	Loc Req No	156493

	Description of Goods	HSN/SAC	Qty
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23	INWARD WITH TIME:		
24	Inward No 15912 Dt 23/7/21		
25	MRN No: 94273 Dt 23/7/21		
26	Received By: Sign		
27			
28	SILVER OAK VILLAS LLP		
29			
30			

SUMMIT SALES LLP R.R. DIST. IN WARD No: 72886 Date: 26/7 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction