PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/8/21	Prepared by:	Sridevi
PO/WO no.	78948	PO / WO Date.	23/7/21
Supplier Name	SSLLP	PO/WO amount	487/-
Firm/Company	Silver oak villas LLP	Project	Silver oak villas
Sl. No.	Bill No.	Bill Date	Bill amount
1	18532	28/7/21	487/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			487/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	15823	28/7/21	94465	☑ 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:				487/-
Amount E – PO / WO value:				487/-
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 (explai~~ned 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	09/8/21
Remarks:	—

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sri	[signature]					
Date	4/8/21	5/8/21					

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 **ORIGINAL INVOICE**

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	18532
Sy No, 291, Phase IX, Cherlapally, Hyderabad	Invoice Date.	28-07-2021
	PO No.	78948
	PO Date.	23-07-2021
	Req ID	67798
GSTIN : 36ADBFS3288A2Z7	Req Date	22-07-2021
	Loc Req No	156532

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos	9608	90	3.50	315.00	12	37.80
	Blue Black and Red (Each Colour)						
2	7533 - Stationery - other - Highlighter - NA - nos	9608	6	20.00	120.00	12	14.40
	Florosent Green						
3							
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IGST	CGST	SGST				
			Total Taxable Amount	435.00		52.20
	26.10	26.10	Total Invoice Amount		487.20	

Rupees : Four Hundred Eighty Seven and Paise Twenty Only.

SUMMIT SALES LLP
IN WARD
No: 82792
Date: 29/7
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

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

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Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	28-07-2021
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Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

 23-07-2021 15:09:00 Ori

78948
22.07.21 4:01:00

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**	78948	156532
	Doc Date	23-07-2021	
	Quote No	Nil	
	Quote Date	04-05-2021	
	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 Black and Red (Each Colour)*	90.00	3.50	0.00	12.00	352.80
2	7533 - Stationery - other - Highlighter - NA - nos *Florosent Green*	6.00	20.00	0.00	12.00	134.40
					Total Order Value . . .	**487.20**

Rupees : Four Hundred Eighty Seven and Paise Twenty 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 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 : __/__/____

1508

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	22-07-21
Site.& Phase :	Silver Oak Villas	Time:	14.00
Supplier		Req. No.	156532
Material required before date:	25-07-21	ID No.	67798.

No	Description	Size	Quantity	Units	Inward No	Date
1	Calculator					
2	stapler					
3	Binder clips	15mm				
4	Blue,black and red pens(each colour)	Std	30	nos		
5	Stapler pin remover		03	Nos		
6	Highlighter 78948	Florosent green	6	Nos		

Remarks :for site office use purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	22-07-21	Sign. & Date	

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

APPROVED
23 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Purchase Order

 23-07-2021 15:09:00

Original / Office Copy / Purchase Div.Copy

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**	78948	156532
	Doc Date	23-07-2021	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	04-05-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

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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 : __/__/____

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

Sy No, 291, Phase IX, Cherlapally, Hyderabad

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INWARD WITH TIME
Inward No 10925 Dt 28/7/21
MRN No: 94465 Dt 28/7/21
Received By: Sign:
SILVER OAK VILLAS LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 72968
Date: 30/7
Sign:
R.R. DIST.