PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/8/21	Prepared by:	Sridevi
PO/WO no.	78312	PO / WO Date.	03/8/21
Supplier Name	SSLLP	PO/WO amount	1,324/-
Firm/Company	SOVLLP	Project	SOV.
Sl. No.	Bill No.	Bill Date	Bill amount
1	18634	03/8/21	883/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			883/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	15912	03/8/21	79312	☑ 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:				883/-
Amount E – PO / WO value:				1,324/-
Amount F – Difference (A – E): GST-18%				441/-

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	09/8/21
Remarks:	Partly received

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sri	[signature]					
Date	6/8/21	6/8/21					

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

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.	18634
	Invoice Date.	03-08-2021
	PO No.	79312
	PO Date.	03-08-2021
	Req ID	68127
	Req Date	03-08-2021
	Loc Req No	156547

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7578 - Stationery - other - Ring Binder - other - nos Red / Black / Blue Each 02 nos		4	187.00	748.00	18	134.64
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	748.00		134.64
	67.32	67.32	Total Invoice Amount	882.64		

Rupees : Eight Hundred Eighty Two and Paise Sixty Four Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 83012
Date: 4/8
Sign:

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	DC No.	15912
Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	03-08-2021
	PO No.	79312
	PO Date.	03-08-2021
	Req ID	68127
GSTIN : 36ADBFS3288A2Z7	Req Date	03-08-2021
	Loc Req No	156547

	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		4
2			
3			
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6			
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30			

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory

Purchase Order

Page(s) 1 Of 1 03-08-2021 15:20:20

79312
31.07.21 2:18:25

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**	79312	156547
	Doc Date	03-08-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	01-07-2021	
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	7578 - Stationery - other - Ring Binder - other - nos *Red / Black / Blue Each 02 nos* Bal 2.	6.00	187.00	0.00	18.00	1,323.96
					Total Order Value . . .	**1,323.96**

Rupees : One Thousand Three Hundred Twenty Three and Paise Ninty Six Only.

Terms and Conditions :-

A Part Bill received of Rs. 883/- B.No. 18684 ~~3/8/21~~ and Bal. Bill to be receivable.
af 6/8/21.

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

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

Name : ____________ Name : ____________ Date : __/__/____

Contact - -

Requisition Form

…me:	SOVLLP	Date:	03-08-21
…se :	SOV	Time:	12.00
…er		Req. No.	156547
…terial required before date:	10-08-21	ID No.	~~68128~~ 68127

No	Description	Size	Quantity	Units	Inward No	Date
1	Ring Binder files (red,black,blue)	Std	6	Nos		
2						
3						
4						
5						
6						
7	79312					
8						
9						
10						

Remarks: -For audit praveen sir(Filing of contracter forms)

Prepared By	B.Meenakshi	Approved by	APPROVED
Sign.& Date	03-08-21	Sign. & Date	03 AUG 2021

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

R. PRABHAKAR
Sr. MANAGER PURCHASE

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.	15912
Sy No, 291, Phase IX, Cherlapally, Hyderabad	DC Date.	03-08-2021
	PO No.	79312
	PO Date.	03-08-2021
	Req ID	68127
GSTIN : 36ADBFS3288A2Z7	Req Date	03-08-2021
	Loc Req No	156547

	Description of Goods	HSN/SAC	Qty
1	7578 - Stationery - other - Ring Binder - other - nos		
2			4
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Inward No: 15950 Dt: 3/8/21
MRN No: 79312 Dt: 3/8/21
Received By: Sign:
SILVER OAK VILLAS LLP

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction