

PURCHASE DIVISION
Advice for approval for credit to supplier

(6) (5)

Date:		29/9/21		Prepared by:		Sneha																									
PO/WO no.		80276		PO / WO Date.		3/9/21																									
Supplier Name		Summit Sales Lp		PO/WO amount		1,147/-																									
Firm/Company		Silver oak villas Lp		Project		SOV phase - TX																									
Sl. No.	Bill No.	Bill Date	Bill amount																												
1	19192	6/9/21	1,147/-																												
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):				1,147/-																											
Sl. No.	DC No.	DC. Date	MRN No.	DC matches MRN																											
1.	16403	6/9/21	95966	☒ 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:				1,147/-																											
Amount E – PO / WO value:				1,147/-																											
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			4/10/21																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td>Sneha</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>29/9/21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	Sneha							Date	29/9/21						
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:	Sneha																														
Date	29/9/21																														

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/-

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

1 of 1 : 06-09-2021

Customer Details				Invoice No.		19192	
Silver Oak Villas LLP Sy No, 291, Phase IX, Cherlapally, Hyderabad GSTIN : 36ADBFS3288A2Z7				Invoice Date.		06-09-2021	
				PO No.		80276	
				PO Date.		03-09-2021	
				Req ID		68994	
				Req Date		02-09-2021	
				Loc Req No		156559	
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
2	7560 - Stationery - other - Pen - NA - nos Blue	9608	30	3.50	105.00	12	12.60
3	7560 - Stationery - other - Pen - NA - nos Black	9608	30	3.50	105.00	12	12.60
4	7593 - Stationery - other - Stapler - other - nos Small	9608	5	36.75	183.75	18	33.08
5	7505 - Stationery - other - Binder Clips - other - 25mm	8305	1	45.00	45.00	18	8.10
6	7509 - Stationery - other - Calculator - NA - nos		3	158.00	474.00	18	85.32
7	7594 - Stationery - other - Stapler pin - other - boxes small	7415	5	6.00	30.00	18	5.40
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10							
11							
12							
13							
14							
15							
IGST		CGST	SGST	Total Taxable Amount		984.75	162.14
		81.07	81.07	Total Invoice Amount		1,146.89	
Rupees : One Thousand One Hundred Fourty Six and Paise Eighty Nine Only.							

for Summit Sales LLP

Subject to Hyderabad Jurisdiction



Authorised signatory

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

1 of 1 : 06-09-2021

Customer Details		DC No.	16403
Silver Oak Villas LLP		DC Date.	06-09-2021
Sy No, 291, Phase IX, Cherlapally, Hyderabad		PO No.	80276
		PO Date.	03-09-2021
		Req ID	68994
		Req Date	02-09-2021
GSTIN : 36ADBFS3288A2Z7		Loc Req No	156559
	Description of Goods	HSN/SAC	Qty
1	7563 - Stationery - other - Pencil - NA - boxes	4421	1
2	7560 - Stationery - other - Pen - NA - nos	9608	30
3	7560 - Stationery - other - Pen - NA - nos	9608	30
4	7593 - Stationery - other - Stapler - other - nos	9608	5
5	7505 - Stationery - other - Binder Clips - other - boxes	8305	1
6	7509 - Stationery - other - Calculator - NA - nos		3
7	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
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for Summit Sales LLP



 Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

Page(s) 1 Of 2

03-09-2021 14:28:50



80276

02.09.21 4:45:18

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, II nd 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	80276	156559
	Doc Date	03-09-2021	
	Quote No	Nil	
	Quote Date	03-09-2021	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
2 7560 - Stationery - other - Pen - NA - nos Blue	30.00	3.50	0.00	12.00	117.60
3 7560 - Stationery - other - Pen - NA - nos Black	30.00	3.50	0.00	12.00	117.60
4 7593 - Stationery - other - Stapler - other - nos Small	5.00	36.75	0.00	18.00	216.83
5 7505 - Stationery - other - Binder Clips - other - boxes 25mm	1.00	45.00	0.00	18.00	53.10
6 7509 - Stationery - other - Calculator - NA - nos	3.00	158.00	0.00	18.00	559.32
7 7594 - Stationery - other - Stapler pin - other - boxes small	5.00	6.00	0.00	18.00	35.40
Total Order Value . . .					1,146.89
Rupees : One Thousand One Hundred Fourty Six and Paise Eighty Eight Only.					

Terms and Conditions :-

Specification / Brand	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
Penalty For Delay	Nil
Transportation Cost	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 office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Name : _____

Date : ____/____/____

Purchase Order

Page(s) 2 Of 2

03-09-2021 14:28:50

Original / Office Copy / Purchase Div.Copy

Remarks

For **Silver Oak Villas LLP**,

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

Requisition Form

1127

Company Name:		Silver Oak Villas LLP		Date:		02-09-2021	
Site & Phase :		Silver Oak Villas		Time:		10.00	
Supplier				Req. No.		156559	
Material required before date:		05-09--2021		ID No.		68996	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Pencils		24	Nos			
2	Blue pens		30	Nos			
3	Black pens		30	Nos			
4	Staplers		05	Nos			
5	Binder clips	Small	1	Box			
6	Stapler pins		1	Box			
7	Calculator		03	Nos			
8							
9							
10							
Remarks: -For office work purpose							
Prepared By		B.Meenakshi		Approved by			
Sign.& Date		02-09-2021		Sign. & Date			

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



Summit Sales LLP

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Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 06-09-2021

Customer Details

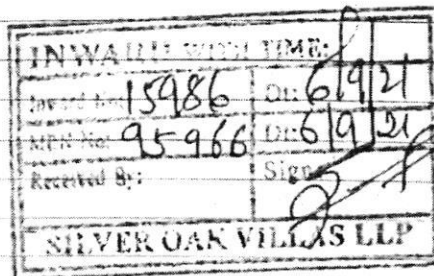
Silver Oak Villas LLP

Sy No, 291, Phase IX, Cherlapally, Hyderabad

GSTIN : 36ADBFS3288A2Z7

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 PO No 80276
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for Summit Sales LLP

Authorised signatory

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