M E

# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 14-11-2021 | Prepared by: | Ch. Pranavi |
| PO/WO no. | 81281 | PO / WO Date. | 04-10-2021 |
| Supplier Name | Summit Sales LLP | PO/WO amount | 15,127.87/- |
| Firm/Company | Silver Oak Villas | Project | SOV-III |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 20143 | 29-10-2021 | 1,971.20/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 1,971.20/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 17257 | 29-10-2021 | 98600 | ☑ 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: | | | | 1,971.20/- |
| Amount E – PO / WO value: | | | | 15,127.87/- |
| Amount F – Difference (A – E): GST-18% | | | | 13,156.67/- |

| | |
|---|---|
| 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 | 20-11-2021 |
| Remarks: | Final Bill. |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Pranavi Ch | [signature] | | | | | |
| Date | 14-11-2021 | 15/11/21 | | | | | |

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

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**



| | | | |
|---|---|---|---|
| **Customer Details** | | Invoice No. | 20143 |
| Silver Oak Villas LLP | | Invoice Date. | 29-10-2021 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | | PO No. | 81281 |
| | | PO Date. | 04-10-2021 |
| | | Req ID | 69928 |
| GSTIN : 36ADBFS3288A2Z7 | PAN ADBFS3288A | Req Date | 04-10-2021 |
| | | Loc Req No | 183685 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 8 | 220.00 | 1,760.00 | 12 | 211.20 |
| 2 | | | | | | | |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 1,760.00 | 211.20 |
| | 105.60 | 105.60 | Total Invoice Amount | 1,971.20 | |

Rupees : One Thousand Nine Hundred Seventy One and Paise Twenty Only.

**for Summit Sales LLP**

SUMMIT SALES LLP
INWARD
No: 86194
Date: 29/10/21
Sign: ✓
R.R. DIST.

*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. | 17257 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | DC Date. | 29-10-2021 |
| | PO No. | 81281 |
| | PO Date. | 04-10-2021 |
| | Req ID | 69928 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 04-10-2021 |
| | Loc Req No | 183685 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 8 |
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**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No. 95189
Date 29/10/21
Sign
R.R. DIST.

*Authorised signatory*

# Purchase Order


04-10-2021 15:44:17

81281
30.09.21 4:25:50

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 | **Doc No** | 81281 | 183685 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 04-10-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 04-10-2021 | |
| 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 | 7530 - Stationery - other - Folder cover - NA - nos<br>*Blue folder covers* | 24.00 | 5.50 | 0.00 | 18.00 | 155.76 |
| 2 | 7560 - Stationery - other - Pen - NA - nos<br>*Blue* | 24.00 | 3.50 | 0.00 | 12.00 | 94.08 |
| 3 | 7563 - Stationery - other - Pencil - NA - boxes | 2.00 | 42.00 | 0.00 | 12.00 | 94.08 |
| 4 | 7593 - Stationery - other - Stapler - other - nos<br>*small* | 3.00 | 36.50 | 0.00 | 18.00 | 129.21 |
| 5 | 7514 - Stationery - other - Cello Tape - other - nos<br>*White & Brown* | 12.00 | 57.75 | 0.00 | 18.00 | 817.74 |
| 6 | 7558 - Stationery - other - Ink Catridge - NA - nos | 6.00 | 700.00 | 0.00 | 18.00 | 4,956.00 |
| 7 | 7552 - Stationery - other - Note pads - other - nos | 12.00 | 45.00 | 0.00 | 18.00 | 637.20 |
| 8 | 7523 - Stationery - other - Eraser - NA - nos | 10.00 | 1.50 | 0.00 | 18.00 | 17.70 |
| 9 | 7605 - Stationery - other - Whitner Pen - NA - nos | 10.00 | 21.00 | 0.00 | 18.00 | 247.80 |
| 10 | 7512 - Stationery - other - CD Marker - NA - nos | 12.00 | 18.90 | 0.00 | 12.00 | 254.02 |
| 11 | 7544 - Stationery - other - Marker - NA - nos<br>*Blue black red green ( each-06 nos )* | 24.00 | 16.00 | 0.00 | 12.00 | 430.08 |
| 12 | 7530 - Stationery - other - Folder cover - NA - nos<br>*A4* | 40.00 | 5.50 | 0.00 | 18.00 | 259.60 |
| 13 | 7530 - Stationery - other - Folder cover - NA - nos<br>*A3* | 40.00 | 5.50 | 0.00 | 18.00 | 259.60 |
| 14 | 7538 - Stationery - other - L - File Folders - NA - nos | 30.00 | 8.40 | 0.00 | 18.00 | 297.36 |
| 15 | 7505 - Stationery - other - Binder Clips - other - boxes<br>*25mm* | 2.00 | 38.00 | 0.00 | 18.00 | 89.68 |
| 16 | 7505 - Stationery - other - Binder Clips - other - boxes<br>*19mm* | 2.00 | 22.00 | 0.00 | 18.00 | 51.92 |
| 17 | 7505 - Stationery - other - Binder Clips - other - boxes<br>*32mm* | 2.00 | 45.00 | 0.00 | 18.00 | 106.20 |
| 18 | 7594 - Stationery - other - Stapler pin - other - boxes<br>*Big* | 10.00 | 19.00 | 0.00 | 18.00 | 224.20 |

For ***Silver Oak Villas LLP***

Authorised Signatory

04/10/2021

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

# Purchase Order



| | | | | | | |
|---|---|---|---|---|---|---|
| 19 | 7596 - Stationery - other - Tag files - NA - nos | 6.00 | 13.00 | 0.00 | 18.00 | 92.04 |
| 20 | 7555 - Stationery - other - Paper - A4 - bundles 10 Bal. | 24.00 | 220.00 | 0.00 | 12.00 | 5,913.60 |
| | | | **Total Order Value . . .** | | | **15,127.87** |

Rupees : Fifteen Thousand One Hundred Twenty Seven and Paise Eighty Seven 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 Part III<br>Sy .No.11,12,14,15,16,17,18 , 294<br>Phone. 0 |
| **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** | . |

→ Part Bill received of Rs. 8,214.68/- B.no: 19681 / 19680, Bal. Bill to be receivable. 28/10/21.

2) Part Bills received of Rs. 4942/- B.no: 20028, 19820. of Bal. Bill to be receivable. 28/10/21.

3) Final Bill received 10/11/21.

For *Silver Oak Villas LLP*

Authorised Signatory

04/10/2021

Name :

Contact - -

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____

1270

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP-III | Date: | 04-10-2021 |
| Site & Phase : | Silver Oak Villas-III | Time: | 15.00 |
| Supplier | | Req. No. | 183685 |
| Material required before date: urgent | | ID No. | 69928 |

| No | Description | Size | Quantity | Units | 67818 | Date |
|---|---|---|---|---|---|---|
| 1 | Blue folder covers | | 24 | Nos | | |
| 2 | Blue Pens | | 24 | Nos | | |
| 3 | Pencile Box | | 02 | Box | | |
| 4 | Staplers | | 03 | Nos | | |
| 5 | Cello Tapes(White and brown) | | 12 | Nos | | |
| 6 | Double side plaster(Abro Tape) | | 12 | Nos | | |
| 7 | Epson INK bottle | | 06 | Nos | | |
| 8 | Note pads | | 12 | Nos | | |
| 9 | Erasers | | 12 | Nos | | |
| 10 | Whiteners 81281 | | 12 | Nos | | |
| 11 | CD markers | | 12 | Nos | | |
| 12 | Permanent Markers(blue,black,red,green) [illegible] | | 24 | Nos | | |
| 13 | A4 Covers | | 40 | Nos | | |
| 14 | A3 Covers | | 40 | Nos | | |
| 15 | L-Folders | | 30 | Nos | | |
| 16 | 19mm binder clips | | 24 | Nos | | |
| 17 | 15mm binder clips | | 24 | Nos | | |
| 18 | Binder clips | Big | 24 | Nos | | |
| 19 | Binder clips | Medium | 24 | Nos | | |
| 20 | Stapler Pins | Big | 12 | Nos | | |
| 21 | White permenent Marker | | 12 | Nos | | |
| 22 | Tag Files | | 06 | Nos | | |
| 23 | Paper Bundle | | 24 | Nos | | |

Remarks: - For site use purpose

| | | | |
|---|---|---|---|
| Prepared By | B.Meenakshi | Approved by | |
| Sign.& Date | 04-10-2021 | Sign. & Date | |

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

APPROVED
- 4 OCT 2021
P. PRABHAKAR
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

pplier / Customer / Transporter - Copy

**GSTIN/UNI: 36ACQFS2044C1Z7**



| **Customer Details** | | |
|---|---|---|
| Silver Oak Villas LLP | DC No. | 17257 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | DC Date. | 29-10-2021 |
| | PO No. | 81281 |
| | PO Date. | 04-10-2021 |
| | Req ID | 69928 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 04-10-2021 |
| | Loc Req No | 183685 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 8 |
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**for Summit Sales LLP**

*Authorised signatory*

INWARD WITH TIME:
Inward No: 1360 Dt: 29/10/21
SRN No: Dt:
Received By: Bhota Sign:
SILVER OAK VILLAS PART-III

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 74899
Date: 30/10/21
Sign:
R.R. DIST.

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. | 17257 |
|---|---|---|
| Silver Oak Villas LLP | DC Date. | 29-10-2021 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | PO No. | 81281 |
| | PO Date. | 04-10-2021 |
| | Req ID | 69928 |
| GSTIN : 36ADBFS3288A2Z7 | Req Date | 04-10-2021 |
| | Loc Req No | 183685 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 8 |
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**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

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| ... WITH TIME: | |
| Inward No: 1360 | Dt: 29/10/21 |
| MRN No: 98600 | Dt: 1/11/21 |
| Received By: Bhole | Sign: |
| SILVER OAK VILLAS PART-III | |

TAX INVOICE

# Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003 TRANSIT COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**



**Customer Details**

Silver Oak Villas LLP

Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd

GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A

| | |
|---|---|
| Invoice No. | 20143 |
| Invoice Date. | 29-10-2021 |
| PO No. | 81281 |
| PO Date | 04-10-2021 |
| Req ID | 69928 |
| Req Date | 04-10-2021 |
| Loc Req No | 183685 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 8 | 220.00 | 1,760.00 | 12 | 211.20 |
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| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 1,760.00 | 211.20 |
|---|---|---|---|---|---|
| | 105.60 | 105.60 | Total Invoice Amount | 1,971.20 | |

Rupees : One Thousand Nine Hundred Seventy One and Paise Twenty Only.

INWARD WITH TIME:

Inward No: 1360 Dt: 29/10/21

Dt:

Received By: Bhole Sign:

SILVER OAK VILLAS PART-III

Subject to Hyderabad Jurisdiction

**for Summit Sales LLP**

*Authorised signatory*