

PURCHASE DIVISION
Advice for approval for credit to supplier

②

Date:	18/12/2021	Prepared by:	Saj kiran
PO/WO no.	82906	PO / WO Date.	82906
Supplier Name	S.S LLP	PO/WO amount	4,138.41
Firm/Company	SOV LLP	Project	SOV-111
Sl. No.	Bill No.	Bill Date	Bill amount
1	20591	26/11/2021	4,138.41
2			
3			
4			

Amount A - Bills total(Excluding Transport & Hamali Charges): 4,138.41

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	1A634	26/11/21	99669	☒ 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: 4,138.41

Amount E - PO / WO value: 4,138.41

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 / WO ☒ Yes ☐ No - wait for balance material ☐ No (explained below)

Advance paid / PDC given (deduct when paying) ☐ Yes - Rs. /- ☒ No

Payment - due-date: 27/12/2021

Remarks: final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>					
Date	18/12/21	27/12					

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

Customer Details				Invoice No.	20591		
Silver Oak Villas LLP Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd GSTIN : 36ADBFS3288A2Z7							

for Summit Sales LLP


 Authorised signatory

Subject to Hyderabad Jurisdiction



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 : 26-11-2021

Customer Details		DC No.	17634
Silver Oak Villas LLP		DC Date.	26-11-2021
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd		PO No.	82906
		PO Date.	23-11-2021
		Req ID	71406
		Req Date	22-11-2021
		Loc Req No	183743
GSTIN : 36ADBFS3288A2Z7			
	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	60
2	7512 - Stationery - other - CD Marker - NA - nos	9608	24
3	7544 - Stationery - other - Marker - NA - nos	9608	24
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	12
5	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
7	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
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for Summit Sales LLP



Authorised signatory



Subject to Hyderabad Jurisdiction



Purchase Order



82906

23.11.21 11:49:57

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23-11-2021 15:06:58

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
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

Doc No	82906	183743
Doc Date	23-11-2021	
Quote No	Nil	
Quote Date	23-11-2021	
SupplyType	Supply	

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

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-24 Blue-24 Red-12	60.00	3.50	0.00	12.00	235.20
2 7512 - Stationery - other - CD Marker - NA - nos Blue-12 Black-12	24.00	18.90	0.00	12.00	508.03
3 7544 - Stationery - other - Marker - NA - nos Blue-12 Black-12	24.00	16.00	0.00	12.00	430.08
4 7594 - Stationery - other - Stapler pin - other - boxes small	12.00	6.00	0.00	18.00	84.96
5 7505 - Stationery - other - Binder Clips - other - boxes 32mm	12.00	45.00	0.00	18.00	637.20
6 7505 - Stationery - other - Binder Clips - other - boxes 25mm	12.00	45.00	0.00	18.00	637.20
7 7505 - Stationery - other - Binder Clips - other - boxes 50mm	12.00	113.40	0.00	18.00	1,605.74
Total Order Value . . .					4,138.42

Rupees : Four Thousand One Hundred Thirty Eight and Paise Fourty Two 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
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0**Penalty 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** NilFor **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

23-11-2021 15:06:58

Original / Office Copy / Purchase Div.Copy

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name :


24/11/2021

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Date : _/_/_

Requisition Form

1456

Company Name:		Silver Oak Villas LLP-III		Date:		22-11-2021	
Site & Phase :		Silver Oak Villas-III		Time:		15.00	
Supplier				Req. No.		183743	
Material required before date:			urgent		ID No.		71406

No	Description	Size	Quantity	Units	67818	Date
1	Black pens		24	Nos		
2	Blue pens		24	Nos		
3	Red Pens		12	Nos		
4	CD marker blue and black		24	Nos		
5	Permanent marker blue and black		24	Nos		
6	Stapler pins		12	Nos		
7	Binder clips	15mm	12	Boxs		
8	Binder clips	15mm	12	Boxs		
9	Binder clips	big	12	Boxs		
10	Binder clips	small	12	Boxs		

82906

APPROVED
24 NOV 2021
MINISH PARIKH
MANAGER-PROCUREMENT

Remarks: - For office use purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	22-11-2021	Sign. & Date	

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

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

1 of 1 : 26-11-2021

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

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INWARD WITH TIME:	
Inward No: 1439	DO: 26/11/21
URN No: 99669	DI: 26/11/21
Received By: B. Hota	Sign: [Signature]
SILVER OAK VILLAS PART-III	



for Summit Sales LLP

Authorized signatory

Subject to Hyderabad Jurisdiction