PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/12/21	Prepared by:	Janaki
PO/WO no.	83604	PO / WO Date.	14/12/21
Supplier Name	Summit Sales llp	PO/WO amount	5,935/-
Firm/Company		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	21059	21/12/21	4,460/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,460/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	18019	21/12/21	100985	☑ 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:	4,460/-
Amount E – PO / WO value:	5,935/-
Amount F – Difference (A – E): GST-18%	1,475/-

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	03/01/22
Remarks: part Bill	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Janaki	[signature]					
Date	27/12/21	3/1/22					

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

Customer Details		
Silver Oak Villas LLP	Invoice No.	21059
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	21-12-2021
	PO No.	83604
	PO Date.	14-12-2021
	Req ID	72037
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	13-12-2021
	Loc Req No	183781

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4613 - Electrical - other - Metal box - 2way - nos	85365020	100	25.00	2,500.00	18	450.00
2	2056 - Carpentry - hardware - Bombay Nails - 3 In -	7317	10	80.00	800.00	18	144.00
3	6517 - Paints - Black oxide powder - NA - kgs	3102	6	80.00	480.00	18	86.40
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	3,780.00	680.40
	340.20	340.20	Total Invoice Amount	4,460.40	

Rupees : Four Thousand Four Hundred Sixty and Paise Fourty Only.

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 88729 Date: 21/12 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 15-12-2021 11:30:23 AM

83604
15.12.21 11:27:15

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**	83604	183781
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	14-12-2021	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	13-12-2021	
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	4613 - Electrical - other - Metal box - 2way - nos	150.00	25.00	0.00	18.00	4,425.00
2	2056 - Carpentry - hardware - Bombay Nails - 3 In - kgs	10.00	80.00	0.00	18.00	944.00
3	6517 - Paints - Black oxide powder - NA - kgs	6.00	80.00	0.00	18.00	566.40
				Total Order Value . . .		**5,935.40**

Rupees : Five Thousand Nine Hundred Thirty Five and Paise Fourty Only.

Terms and Conditions :-

⇒ Part Bill received of Rs. 4,460/-
B.no: 21059 and Bal. Bill to be
21/12/21
received.
21/12/21.

Specification /	All items Sl.no.1 to 12 shall be of 'Wipro' brand,
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For *Silver Oak Villas LLP*
Authorised Signatory

Name : ______

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

Name : ______ Date : __/__/____

1553

Requisition Form

Company Name:	Silver Oak Villa LLP -III	Date:	13-12-2021
Site & Phase :	Silver Oak Villas-III	Time:	11.43
Supplier		Req. No.	183781
Material required before date:	urgent	ID No.	72037

No	Description	Size	Quantity	Units	Inward No	Date
1	2-model metal box		150	Nos		
2	Bombay nails	3"	10	Kg		
~~3~~	Black oxide		6	Nos		
4						
5						
6		83604				
7						
8						
9						
10						

Remarks: - For site use purpose

Prepared By	Ch.Pranavi	Approved by	
Sign.& Date	13-12-2021	Sign. & Date	

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

Customer Details	DC No.	18019
Silver Oak Villas LLP	DC Date.	21-12-2021
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	83604
	PO Date.	14-12-2021
	Req ID	72037
GSTIN : 36ADBFS3288A2Z7	Req Date	13-12-2021
	Loc Req No	183781

	Description of Goods	HSN/SAC	Qty
1	4613 - Electrical - other - Metal box - 2way - nos	85365020	100
2	2056 - Carpentry - hardware - Bombay Nails - 3 In - kgs	7317	10
3	6517 - Paints - Black oxide powder - NA - kgs	3102	6
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD WITH TIME: 17:00
Inward No: 1509 Dt: 21/12/21
GRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
IN WARD
No: 76377
Date: 22/12
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction