PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/1/22	Prepared by	T.D. Mung	Serial no.	1161
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SOVLLP	Project	SOV - IX	HO received date	
PO/WO date	29/12/21	PO/WO No.	84029	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21481	13/1/22	5080-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,080-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102214 — Proof of delivery matches MRN	☑ 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:	5,080-00
Amount E – PO / WO value:	9013-00
Amount F – Difference (A – E):	-3933-00
Quantity received as per PO /WO	□ Yes □ Excess received □ Short received ☑ Part received
Close PO / WO	□ Yes ☑ No – wait for balance material □ Other
Payment – due date	24/1/22
Remarks: Part Bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Mung				
Sign:	[signature]				
Date	17/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
17 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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	Invoice No.	21481
Silver Oak Villas LLP	Invoice Date.	13-01-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	84029
	PO Date.	29-12-2021
	Req ID	72421
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	23-12-2021
	Loc Req No	183799

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6549 - Paints - White Cement - 25kgs - bags	2523	2	509.25	1,018.50	28	285.18
2	1012 - Building material - Polyster Fibres - 6mm - 01 bag	55022000	80	40.00	3,200.00	18	576.00
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IGST	CGST	SGST			
			Total Taxable Amount	4,218.50	861.18
	430.59	430.59	Total Invoice Amount	5,079.68	

Rupees : Five Thousand Seventy Nine and Paise Sixty Eight Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89642 Date: 13/01 Sign:

for Summit Sales LLP

Authorised signatory

Purchase Order

 29-12-2021 15:50:59

84029

5:44:06

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**	84029	183799
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	29-12-2021	
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	4009 - Consumables - Coconut Broom - other - nos	25.00	15.75	0.00	0.00	393.75
2	6549 - Paints - White Cement - 25kgs - bags	2.00	509.25	0.00	28.00	1,303.68
3	1012 - Building material - Polyster Fibres - 6mm - pkts *01 bag*	80.00	40.00	0.00	18.00	3,776.00
4	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	60.00	0.00	18.00	3,540.00
				Total Order Value . . .		**9,013.43**

Rupees : Nine Thousand Thirteen and Paise Fourty Three Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Included in above prices.
Delivery Date	Within 7 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Included by us.
Warranty	1 year company warranty
Advance Paid	Nil
Other Terms	We reserve the rights to reject items not confirming to quality and specifications. 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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

→ Part- Bill received of Rs. 5,479/-
Bill: 21481 and Bal. Bill to be
13/1/22
receivable.
14/1/22

For *Silver Oak Villas LLP*
Authorised Signatory

Name : 30/12/2021

Name : ____________________

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

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villa LLP -III	Date:	23-12-2021
Site & Phase :	Silver Oak Villas-III	Time:	11.43
Supplier		Req. No.	183799
Material required before date:	urgent	ID No.	72421

No	Description	Size	Quantity	Units	Inward No	Date
1	Coconut broom		25	Nos		
2	Reckron		60	Kgs		
3	White cement 84019	50 kg	2	Bags		
4	Holdfasts		50	Kgs		
5						
6						
7						
8						
9						
10						

Remarks: - For site use purpose

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	23-12-2021	Sign. & Date	

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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

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

DELIVERY CHALLAN

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

GSTIN : 36ADBFS3288A2Z7

DC No.	18397
DC Date.	13-01-2022
PO No.	84029
PO Date.	29-12-2021
Req ID	72421
Req Date	23-12-2021
Loc Req No	183799

	Description of Goods	HSN/SAC	Qty
1	6549 - Paints - White Cement - 25kgs - bags	2523	2
2	1012 - Building material - Polyster Fibres - 6mm - pkts	55022000	80
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INWARD WITH TIME:
Inward No: 1573 Dt: 13/1/22
MRN No: 02214 Dt: 14/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 76927
Date: 14/01
Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction