PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 17/1/22 | Prepared by | T.D. Apreesy | Serial no. | 1161 |
| Supplier name | Sourcent Sals LLP | | | HO inward no. | |
| Firm/Company | SOV LLP | Project | SOV - IX | HO received date | |
| PO/WO date | 7/1/22 | PO/WO No. | 84305 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 21442 | 11/1/22 | 977-00 | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 977-00 |
| Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 102102 — 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: | 977-00 |
| Amount E – PO / WO value: | 1768-00 |
| Amount F – Difference (A – E): | -791-00 |
| 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. Apreesy | APPROVED | | | |
| Sign: | [signature] | 17 JAN 2022 | | | |
| Date | 17/1/22 | MINISH PARIKH | | | |
| Approval limit | Upto 20k | Above 20k MANAGER PROCUREMENT | Above 100k | Upto 20k | Above 20k |

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

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. | 21442 |
|---|---|---|
| Silver Oak Villas LLP | Invoice Date. | 11-01-2022 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | PO No. | 84305 |
| | PO Date. | 07-01-2022 |
| | Req ID | 72730 |
| GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A | Req Date | 07-01-2022 |
| | Loc Req No | 183840 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 20 | 3.50 | 70.00 | 18 | 12.60 |
| | Red-5 Blue15 | | | | | | |
| 2 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 15 | 18.90 | 283.50 | 12 | 34.02 |
| | Red Blue & Green | | | | | | |
| 3 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 10 | 16.00 | 160.00 | 18 | 28.80 |
| | Black & Red | | | | | | |
| 4 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 1 | 42.00 | 42.00 | 12 | 5.04 |
| | | | | | | | |
| 5 | 7514 - Stationery - other - Cello Tape - other - nos | | 5 | 57.75 | 288.75 | 18 | 51.98 |
| | brwon Tape | | | | | | |
| 6 | | | | | | | |
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| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 844.25 | 132.44 |
| | 66.22 | 66.22 | Total Invoice Amount | 976.69 | |

Rupees : Nine Hundred Seventy Six and Paise Sixty Nine Only.

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89570 Date: 11/01 Sign:

**for Summit Sales LLP**

*Authorised signatory*

# Purchase Order

 07-01-2022 16:14:43

84305
08.01.22 11:42:53

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<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 84305 | 183840 |
| | **Doc Date** | 07-01-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 07-01-2022 | |
| 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 | 2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos | 4.00 | 115.00 | 0.00 | 18.00 | 542.80 |
| 2 | 7560 - Stationery - other - Pen - NA - nos<br>*Red-5 Blue15* | 20.00 | 3.50 | 0.00 | 18.00 | 82.60 |
| 3 | 7512 - Stationery - other - CD Marker - NA - nos<br>*Red Blue & Green* | 15.00 | 18.90 | 0.00 | 12.00 | 317.52 |
| 4 | 7544 - Stationery - other - Marker - NA - nos<br>*Black & Red* | 10.00 | 16.00 | 0.00 | 18.00 | 188.80 |
| 5 | 7563 - Stationery - other - Pencil - NA - boxes | 1.00 | 42.00 | 0.00 | 12.00 | 47.04 |
| 6 | 7514 - Stationery - other - Cello Tape - other - nos<br>*brwon Tape* | 5.00 | 57.75 | 0.00 | 18.00 | 340.73 |
| 7 | 7513 - Stationery - other - Cello Tape - 1 In - nos<br>*Cello tape* | 6.00 | 37.00 | 0.00 | 12.00 | 248.64 |
| | | | | | **Total Order Value . . .** | **1,768.13** |

Rupees : One Thousand Seven Hundred Sixty Eight and Paise Thirteen Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next 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 office purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |

1) Part Bill received of Rs. 977/-
B.no: 2448 and Bal. Bill to be received
11/1/22

11/1/22

For *Silver Oak Villas LLP*
Authorised Signatory

Name : 10/01/2022

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

Name : ______

Date : __/__/____

# Purchase Order

 07-01-2022 16:14:43 Original / Office Copy / Purchase Div.Copy

**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.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 10/01/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP-III | Date: | 07-01-2022 |
| Site & Phase : | Silver Oak Villas-III | Time: | 15.00 |
| Supplier | | Req. No. | 183840 |
| Material required before date: | 11/01/2022 | ID No. | 72730 |

| No | Description | Size | Quantity | Units | Inward no | Date |
|---|---|---|---|---|---|---|
| 1 | Measurement tape(spirit level) | 5 meters | 4 | No's | | |
| 2 | Red pens | | 1 | box | | |
| 3 | Blue pens | | 1 | box | | |
| 4 | CD marker(red,blue & green) | | 12 | No's | | |
| 5 | Permanent marker(black & red) | | 1 | box | | |
| 6 | Pencil 84305 | | 1 | box | | |
| 7 | Brown tape | | 5 | No's | | |
| 8 | White tape(cello tape) | 1" & 1/2" | 06 | No's | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: - For Office use purpose

| | | | |
|---|---|---|---|
| Prepared By | G.Chandrakanth | Approved by | APPROVED |
| Sign.& Date | 07-01-2022 | Sign. & Date | 10 JAN 2022 |

MINISH PARIKH
MANAGER PROCUREMENT

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

**GSTIN/UNI: 36ACQFS2044C1Z7**

Supplier / Customer / Transporter - Copy



| **Customer Details** | DC No. | 18370 |
|---|---|---|
| Silver Oak Villas LLP | DC Date. | 11-01-2022 |
| Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd | PO No. | 84305 |
| | PO Date. | 07-01-2022 |
| | Req ID | 72730 |
| | Req Date | 07-01-2022 |
| GSTIN : 36ADBFS3288A2Z7 | Loc Req No | 183840 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 20 |
| 2 | 7512 - Stationery - other - CD Marker - NA - nos | 9608 | 15 |
| 3 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 10 |
| 4 | 7563 - Stationery - other - Pencil - NA - boxes | 4421 | 1 |
| 5 | 7514 - Stationery - other - Cello Tape - other - nos | | 5 |
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1561 Dt: 11/1/22
MRN No: 102102 Dt: 11/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

for Summit Sales LLP

SUMMIT SALES LLP IN WARD No: 7689 0 Date: 12/01 Sign: R.R. DIST.

Authorised signatory

Subject to Hyderabad Jurisdiction