PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/1/22	Prepared by	T.D. Nguem	Serial no.	1552
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SOVLLP	Project	SOV-IX	HO received date	
PO/WO date	14/1/22	PO/WO No.	84512	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21513	17/1/22	2790-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,790-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	102319	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:	2,790-00
Amount E – PO / WO value:	2,790-00
Amount F – Difference (A – E):	-
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Nguem				
Sign:					
Date	19/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
20 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 ORIGINAL INVOICE

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.	21513
Invoice Date.	17-01-2022
PO No.	84512
PO Date.	14-01-2022
Req ID	72919
Req Date	12-01-2022
Loc Req No	183855

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7593 - Stationery - other - Stapler - other - nos	9608	4	36.50	146.00	18	26.28
2	7584 - Stationery - other - Scribbling Pads - other -		12	15.00	180.00	18	32.40
3	7530 - Stationery - other - Folder cover - NA - nos A3		50	5.50	275.00	18	49.50
4	7594 - Stationery - other - Stapler pin - other - boxes small	7415	24	6.00	144.00	18	25.92
5	7560 - Stationery - other - Pen - NA - nos Blue	9608	25	3.50	87.50	18	15.76
6	7560 - Stationery - other - Pen - NA - nos Black	9608	24	3.50	84.00	18	15.12
7	7560 - Stationery - other - Pen - NA - nos Red	9608	10	3.50	35.00	18	6.30
8	7533 - Stationery - other - Highlighter - NA - nos	9608	6	20.00	120.00	12	14.40
9	7514 - Stationery - other - Cello Tape - other - nos		6	57.75	346.50	18	62.36
10	7512 - Stationery - other - CD Marker - NA - nos	9608	20	18.90	378.00	12	45.36
11	7544 - Stationery - other - Marker - NA - nos	9608	6	16.00	96.00	18	17.28
12	7505 - Stationery - other - Binder Clips - other - 32mm	8305	6	45.00	270.00	18	48.60
13	7505 - Stationery - other - Binder Clips - other - 19mm	8305	6	38.00	228.00	18	41.04
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	2,390.00	400.32
	200.16	200.16	Total Invoice Amount	2,790.32	

Rupees : Two Thousand Seven Hundred Ninty and Paise Thirty Two Only.

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 89735
Date: 12/01
Sign: L
R.R. DIST.

Subject to Hyderabad Jurisdiction

Purchase Order

 14-01-2022 11:47:10

84512
08.01.22 11:50:01

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**	84512	183855
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	14-01-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-01-2022	
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	7593 - Stationery - other - Stapler - other - nos	4.00	36.50	0.00	18.00	172.28
2	7584 - Stationery - other - Scribbling Pads - other - nos	12.00	15.00	0.00	18.00	212.40
3	7530 - Stationery - other - Folder cover - NA - nos *A3*	50.00	5.50	0.00	18.00	324.50
4	7594 - Stationery - other - Stapler pin - other - boxes *small*	24.00	6.00	0.00	18.00	169.92
5	7560 - Stationery - other - Pen - NA - nos *Blue*	25.00	3.50	0.00	18.00	103.25
6	7560 - Stationery - other - Pen - NA - nos *Black*	24.00	3.50	0.00	18.00	99.12
7	7560 - Stationery - other - Pen - NA - nos *Red*	10.00	3.50	0.00	18.00	41.30
8	7533 - Stationery - other - Highlighter - NA - nos	6.00	20.00	0.00	12.00	134.40
9	7514 - Stationery - other - Cello Tape - other - nos	6.00	57.75	0.00	18.00	408.87
10	7512 - Stationery - other - CD Marker - NA - nos	20.00	18.90	0.00	12.00	423.36
11	7544 - Stationery - other - Marker - NA - nos	6.00	16.00	0.00	18.00	113.28
12	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	6.00	45.00	0.00	18.00	318.60
13	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	6.00	38.00	0.00	18.00	269.04
					Total Order Value . . .	**2,790.32**

Rupees : Two Thousand Seven Hundred Ninty and Paise Thirty Two 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.

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 14-01-2022 11:47:10 Original / Office Copy / Purchase Div.Copy

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	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
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

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP -III	Date:	12-01-22
Site & Phase :	Silver Oak Villas-III	Time:	10.00
Supplier		Req. No.	183855
Material required before date:	Urgent	ID No.	72919

No	Description	Size	Quantity	Units	Inward No	Date
1	Stapler	Small	4	Nos		
2	Scrbiling pad		12	Nos		
3	A3 covers		50	Nos		
4	Stapler pins	Small	24	Boxes		
5	Pens (blue)		48	Nos		
6	Pens (black)		24	Nos		
7	Pens (red) 84512		24	Nos		
8	Highlighters		06	Nos		
9	Cello tape	Big	06	Nos		
10	**CD Markers(blue & black)**		20	Nos		
11	Permeanent marker		06	Nos		
12	Binder clips	19mm	12	Nos		
13	Binder clips	Big	12	Nos		

Remarks: -For office use purpose

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	12-01-2022	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

Customer Details	DC No.	18426
Silver Oak Villas LLP	DC Date.	17-01-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	84512
	PO Date.	14-01-2022
	Req ID	72919
GSTIN : 36ADBFS3288A2Z7	Req Date	12-01-2022
	Loc Req No	183855

	Description of Goods	HSN/SAC	Qty
1	7593 - Stationery - other - Stapler - other - nos	9608	4
2	7584 - Stationery - other - Scribbling Pads - other - nos		12
3	7530 - Stationery - other - Folder cover - NA - nos		50
4	7594 - Stationery - other - Stapler pin - other - boxes	7415	24
5	7560 - Stationery - other - Pen - NA - nos	9608	25
6	7560 - Stationery - other - Pen - NA - nos	9608	24
7	7560 - Stationery - other - Pen - NA - nos	9608	10
8	7533 - Stationery - other - Highlighter - NA - nos	9608	6
9	7514 - Stationery - other - Cello Tape - other - nos		6
10	7512 - Stationery - other - CD Marker - NA - nos	9608	20
11	7544 - Stationery - other - Marker - NA - nos	9608	6
12	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
13	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
14			
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20			
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26			
27	1584 Dt: 17/1/22		
28	10239 Dt: 17/1/22		
29	Received By: Sign:		
30			

SILVER OAK VILLAS PART-III

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. IN WARD No: 76992 Date: 18/01 Sign: