PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	T.D. Nyaney	Serial no.	1459
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SOO-LLP	Project	SOO-LX	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.	21227	30/12/21	3,934-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,934-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101458	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:	3,934-00
Amount E – PO / WO value:	3,934-00
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. Nyaney				
Sign:	[signature]	APPROVED 20 JAN 2022 MINISH PARIKH MANAGER PROCUREMENT			
Date	20/1/22				
Approval limit	Upto 20k	Above 20k	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

ORIGINAL INVOICE

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

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	21227
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	30-12-2021
	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	4009 - Consumables - Coconut Broom - other - nos	9603	25	15.75	393.75	0	0.00
2	2105 - Carpentry - hardware - Holdfast - other - kgs	7302	50	60.00	3,000.00	18	540.00
3							
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IGST	CGST	SGST				
			Total Taxable Amount	3,393.75		540.00
	270.00	270.00	Total Invoice Amount		3,933.75	

Rupees : Three Thousand Nine Hundred Thirty Three and Paise Seventy Five Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89088 Date: 31/12 Sign: ....

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

84029

 29-12-2021 15:50:59

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. 5979/-
Bno: 21481
13/1/22
and Bal. Bill to be receivable.
14/1/22

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 30/12/2021

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

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

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

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

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

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.	18156
Silver Oak Villas LLP	DC Date.	30-12-2021
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	Req Date	23-12-2021
	Loc Req No	183799

	Description of Goods	HSN/SAC	Qty
1	4009 - Consumables - Coconut Broom - other - nos	9603	25
2	2105 - Carpentry - hardware - Holdfast - other - kgs	7302	50
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INWARD WITH TIME: 3:10
Inward No: 1532 Dt: 30/12/21
MRN No: 101458 Dt: 30/12/21
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 76580
Date: 3/1/22
Sign:

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised signatory