PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	T.D. Mhaiseg	Serial no.	- 1473
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SOV LLP	Project	SOV - IX	HO received date	
PO/WO date	29/12/21	PO/WO No.	84041	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21226	30/12/21	2.005-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2.005-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	101463	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:	2,005-00
Amount E – PO / WO value:	2.005-00
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	MD	Accountant	Accounts Manager
Name:	T.D. Mhaiseg				
Sign:	[signature]				
Date	20/1/22				
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

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		
Silver Oak Villas LLP	Invoice No.	21226
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	30-12-2021
	PO No.	84041
	PO Date.	29-12-2021
	Req ID	72422
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	23-12-2021
	Loc Req No	183800

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7560 - Stationery - other - Pen - NA - nos Black-24 Blue-24 Red-12	9608	60	3.50	210.00	18	37.80
2	7512 - Stationery - other - CD Marker - NA - nos Blue and Black	9608	20	18.90	378.00	12	45.36
3	7544 - Stationery - other - Marker - NA - nos Blue and Black	9608	20	16.00	320.00	18	57.60
4	7505 - Stationery - other - Binder Clips - other - 25mm	8305	6	45.00	270.00	18	48.60
5	7505 - Stationery - other - Binder Clips - other - 19mm	8305	6	45.00	270.00	18	48.60
6	7505 - Stationery - other - Binder Clips - other - 32mm	8305	6	45.00	270.00	18	48.60
7							
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IGST	CGST	SGST				
			Total Taxable Amount	1,718.00		286.56
	143.28	143.28	Total Invoice Amount		2,004.56	

Rupees : Two Thousand Four and Paise Fifty Six Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 89087 Date: 31/12 Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 29-12-2021 15:11:21

84041

5:44:06

y

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 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	84041	183800
	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	7560 - Stationery - other - Pen - NA - nos *Black-24 Blue-24 Red-12*	60.00	3.50	0.00	18.00	247.80
2	7512 - Stationery - other - CD Marker - NA - nos *Blue and Black*	20.00	18.90	0.00	12.00	423.36
3	7544 - Stationery - other - Marker - NA - nos *Blue and Black*	20.00	16.00	0.00	18.00	377.60
4	7505 - Stationery - other - Binder Clips - other - boxes *25mm*	6.00	45.00	0.00	18.00	318.60
5	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	6.00	45.00	0.00	18.00	318.60
6	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	6.00	45.00	0.00	18.00	318.60
				Total Order Value . . .		**2,004.56**

Rupees : Two Thousand Four and Paise Fifty Six 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 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 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.

For ***Silver Oak Villas LLP***

Authorised Signatory

30/12/2021

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	23-12-2021
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183800
Material required before date:	urgent	ID No.	72422

No	Description	Size	Quantity	Units	67818	Date
1	Black pens		24	Nos		
2	Blue pens 84041		24	Nos		
3	Red Pens		12	Nos		
4	CD marker blue and black		24	Nos		
5	Permanent marker blue and black		24	Nos		
6	Stapler pins		12	Nos		
7	Binder clips	19mm	12	Boxs		
8	Binder clips	15mm	12	Boxs		
9	Binder clips	big	12	Boxs		
10	Binder clips	small	12	Boxs		

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - For office use purpose

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.

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.	18155
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.	84041
	PO Date.	29-12-2021
	Req ID	72422
GSTIN : 36ADBFS3288A2Z7	Req Date	23-12-2021
	Loc Req No	183800

	Description of Goods	HSN/SAC	Qty
1	7560 - Stationery - other - Pen - NA - nos	9608	60
2	7512 - Stationery - other - CD Marker - NA - nos	9608	20
3	7544 - Stationery - other - Marker - NA - nos	9608	20
4	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
5	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
6	7505 - Stationery - other - Binder Clips - other - boxes	8305	6
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INWARD WITH TIME: 13:00
Inward No: 1531 Dt: 30/12/21
MRN No: 101463 Dt: 30/12/21
Received By: Sign:
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
IN WARD
No: 76579
Date: 31/12
Sign:
R.R. DIST.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory