PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/1/22	Prepared by	T.D. [illegible]	Serial no.	- 199
~~Supplier name~~	Summit Sales [illegible]			~~HO inward no.~~	
Firm/Company	SOVCLP	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.	21731	27/1/22	791-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	791-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	102812	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:	791-00
Amount E – PO / WO value:	1768-00
Amount F – Difference (A – E):	-977-00
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	31/1/22
Remarks: Final bill received.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. [illegible]				
Sign:	[signature]	28 JAN 2022			
Date	28/1/22	MINISH PARIKH			
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

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.	21731
Silver Oak Villas LLP	Invoice Date.	27-01-2022
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	2117 - Carpentry - hardware - Measuring tape - 5mtrs	9017	4	115.00	460.00	18	82.80
2	7513 - Stationery - other - Cello Tape - 1 In - nos		6	37.00	222.00	12	26.64
	Cello tape						
3							
4							
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14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	682.00	109.44
	54.72	54.72	Total Invoice Amount	791.44	

Rupees : Seven Hundred Ninty One and Paise Fourty Four Only.

SUMMIT SALES LLP
IN WARD
No: 90154
Date: 22/01
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

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	**Doc No**	84305	183840
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**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 *Red-5 Blue15*	20.00	3.50	0.00	18.00	82.60
3	7512 - Stationery - other - CD Marker - NA - nos *Red Blue & Green*	15.00	18.90	0.00	12.00	317.52
4	7544 - Stationery - other - Marker - NA - nos *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 *brwon Tape*	5.00	57.75	0.00	18.00	340.73
7	7513 - Stationery - other - Cello Tape - 1 In - nos *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 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

1) Part Bill received of Rs. 977/-
B.no: 2144 and Bal. Bill to be received
11/1/22
14/1/22

2) Final bill received
28/1/22

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

Nò	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	
Sign.& Date	07-01-2022	Sign. & Date	

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

APPROVED
10 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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	18623	
Silver Oak Villas LLP	DC Date.	27-01-2022	
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	Req Date	07-01-2022	
	Loc Req No	183840	

	Description of Goods	HSN/SAC	Qty
1	2117 - Carpentry - hardware - Measuring tape - 5mtrs - nos	9017	4
2	7513 - Stationery - other - Cello Tape - 1 In - nos		6
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INWARD Inward No: 1628 Dt: 27/1/22 MRN No: 103812 Dt: 27/1/22 Time: 13:00 Received By: SILVER OAK VILLAS LLP

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP INWARD No: 77290 Date: 28/01 Sign: R.R. DIST.