PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/2/22	Prepared by	Sneha	Serial no.	2513
Supplier name	Summit Sales llp			HO inward no.	
Firm/Company	Silver Oak Villas LLP	Project	SOV-III	HO received date	
PO/WO date	14/12/21	PO/WO No.	.83604	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2468	28/12/21	~~5,935.40~~	☑ Yes □ No
2.			1,475/-	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,475
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101374	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:	1,475/-
Amount E – PO / WO value:	5,935.40/-
Amount F – Difference (A – E):	4,460.41/-

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	14/2/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Sneha	APPROVED			
Sign:	Sneha	05 FEB 2022			
Date	5/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Silver Oak Villas LLP	Invoice No.	21168
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	28-12-2021
	PO No.	83604
	PO Date.	14-12-2021
	Req ID	72037
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	13-12-2021
	Loc Req No	183781

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4613 - Electrical - other - Metal box - 2way - nos	85365020	50	25.00	1,250.00	18	225.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,250.00		225.00
	112.50	112.50	Total Invoice Amount		1,475.00	

Rupees : One Thousand Four Hundred Seventy Five Only.

SUMMIT SALES LLP
IN WARD
No: 55964
Date: 28/12
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised Signatory

Subject to Hyderabad Jurisdiction

Purchase Order

83604
15.12.21 11:27:15

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

GSTIN 36ACQFS2044C1Z7
040-66335551   9618244433

Doc No	83604	183781
Doc Date	14-12-2021	
Quote No	NIL	
Quote Date	13-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4613 - Electrical - other - Metal box - 2way - nos	150.00	25.00	0.00	18.00	4,425.00
2 2056 - Carpentry - hardware - Bombay Nails - 3 In - kgs	10.00	80.00	0.00	18.00	944.00
3 6517 - Paints - Black oxide powder - NA - kgs	6.00	80.00	0.00	18.00	566.40
		Total Order Value . . .			**5,935.40**

Rupees : Five Thousand Nine Hundred Thirty Five and Paise Fourty Only.

Terms and Conditions :-

⇒ Part Bill received of Rs. 4,600/-
B.no: 21059 and Bal. Bill to be received.
21/12/21
27/12/21

Specification /	All items Sl.no.1 to 12 shall be of 'Wipro' brand,
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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For *Silver Oak Villas LLP*   Accepted the above Terms And Conditions

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Requisition Form

Company Name:	Silver Oak Villa LLP -III	Date:	13-12-2021
Site & Phase :	Silver Oak Villas-III	Time:	11.43
Supplier		Req. No.	183781
Material required before date: urgent		ID No.	72037

No	Description	Size	Quantity	Units	Inward No	Date
1	2-model metal box		150	Nos		
2	Bombay nails	3"	10	Kg		
~~3~~	Black oxide		6	Nos		
4						
5						
6		83604				
7						
8						
9						
10						

Remarks: - For site use purpose

Prepared By	Ch.Pranavi	Approved by	
Sign.& Date	13-12-2021	Sign. & Date	

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
Silver Oak Villas LLP	DC No.	18100
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date.	28-12-2021
	PO No.	83604
	PO Date.	14-12-2021
	Req ID	72037
GSTIN : 36ADBFS3288A2Z7	Req Date	13-12-2021
	Loc Req No	183781

	Description of Goods	HSN/SAC	Qty
1	4613 - Electrical - other - Metal box - 2way - nos	85365020	50
2			
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INWARD WITH TIME:
Inward No: 1527 Dt: 28/12/21
MRN No: 101374 Dt: 28/12/21
Received By: Sign:

for Summit Sales LLP

SUMMIT SALES LLP
IN WARD
No: 22540
Date: 7/2
Sign:
R.R. DIST.

Subject to Hyderabad Jurisdiction

Authorised signatory