PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/02/22	Prepared by	Vanajakshi	Serial no.	2361
Supplier name	SSLLP			HO inward no.	
Firm/Company	SOV LLP	Project	SOV - III	HO received date	
PO/WO date	3/02/22	PO/WO No.	85115	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21918	5/02/22	2,043.34/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103304	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:	2,043.34/-
Amount E – PO / WO value:	2,043.34/-
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	14/02/22
Remarks: final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	8/02/22				
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

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	Invoice No.	21918
Silver Oak Villas LLP	Invoice Date.	05-02-2022
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No.	85115
	PO Date.	03-02-2022
	Req ID	73495
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	02-02-2022
	Loc Req No	183915

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7593 - Stationery - other - Stapler - other - nos small	9608	2	36.50	73.00	18	13.14
2	7505 - Stationery - other - Binder Clips - other - 19mm	8305	12	38.00	456.00	18	82.08
3	7560 - Stationery - other - Pen - NA - nos blue	9608	10	3.50	35.00	18	6.30
4	7512 - Stationery - other - CD Marker - NA - nos red,green,&blue	9608	12	18.90	226.80	12	27.22
5	7563 - Stationery - other - Pencil - NA - boxes	4421	1	42.00	42.00	12	5.04
6	7513 - Stationery - other - Cello Tape - 1 In - nos brown		5	48.00	240.00	12	28.80
7	7513 - Stationery - other - Cello Tape - 1 In - nos		6	37.00	222.00	12	26.64
8	7573 - Stationery - other - Punch - other - nos Big		2	157.00	314.00	18	56.52
9	7544 - Stationery - other - Marker - NA - nos	9608	10	16.00	160.00	18	28.80
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,768.80		274.54
	137.27	137.27	Total Invoice Amount	2,043.34		

Rupees : Two Thousand Fourty Three and Paise Thirty Four Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 90597 Date: 5/2 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 08-02-2022 13:05:25

85115
31.01.22 4:50:17

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**	85115	183915
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	03-02-2022	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	03-02-2022	
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 *small*	2.00	36.50	0.00	18.00	86.14
2	7505 - Stationery - other - Binder Clips - other - boxes *19mm*	12.00	38.00	0.00	18.00	538.08
3	7560 - Stationery - other - Pen - NA - nos *blue*	10.00	3.50	0.00	18.00	41.30
4	7512 - Stationery - other - CD Marker - NA - nos *red,green,&blue*	12.00	18.90	0.00	12.00	254.02
5	7563 - Stationery - other - Pencil - NA - boxes	1.00	42.00	0.00	12.00	47.04
6	7513 - Stationery - other - Cello Tape - 1 In - nos *brown*	5.00	48.00	0.00	12.00	268.80
7	7513 - Stationery - other - Cello Tape - 1 In - nos	6.00	37.00	0.00	12.00	248.64
8	7573 - Stationery - other - Punch - other - nos *Big*	2.00	157.00	0.00	18.00	370.52
9	7544 - Stationery - other - Marker - NA - nos	10.00	16.00	0.00	18.00	188.80
					Total Order Value . . .	**2,043.34**

Rupees : Two Thousand Fourty Three and Paise Thirty Four Only.

Terms and Conditions :-

Specification / Brand	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 Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil

For *Silver Oak Villas LLP*

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________

Date : __/__/____

Purchase Order

08-02-2022 13:05:25

Original / Office Copy / Purchase Div.Copy

Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 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

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	02-02-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183915
Material required before date:	06-02-2022	ID No.	73495

No	Description	Size	Quantity	Units	Inward no	Date
1	Staplers		02	Nos		
2	Binder clips	19mm	12	boxs		
3	Blue pens		1	box		
4	CD marker(red,blue & green)		12	No's		
5	Permanent marker(black & red)		1	box		
6	Pencil		1	box		
7	Brown tape		5	No's		
8	White tape(cello tape) 85115	1" & 1/2"	06	No's		
9	Hole punch		2	Nos		
10						

Remarks: - For Office use purpose

Prepared By	B.Meenakshi	Approved by	APPROVED 03 FEB 2022 P. PRABHAKAR Sr. MANAGER PURCHASE
Sign.& Date	02-02-2022	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		
Silver Oak Villas LLP	DC No	18764
Silver Oak Villas Part III, Sy. No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	DC Date	05-02-2022
	PO No	85115
	PO Date	03-02-2022
	Req ID	73495
GSTIN : 36ADBFS3288A2Z7	Req Date	02-02-2022
	Loc Req No	183915

	Description of Goods	HSN/SAC	Qty
1	7593 - Stationery - other - Stapler - other - nos	9608	2
2	7505 - Stationery - other - Binder Clips - other - boxes	8305	12
3	7560 - Stationery - other - Pen - NA - nos	9608	10
4	7512 - Stationery - other - CD Marker - NA - nos	9608	12
5	7563 - Stationery - other - Pencil - NA - boxes	4421	1
6	7513 - Stationery - other - Cello Tape - 1 In - nos		5
7	7513 - Stationery - other - Cello Tape - 1 In - nos		6
8	7573 - Stationery - other - Punch - other - nos		2
9	7544 - Stationery - other - Marker - NA - nos	9608	10
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INVOICE / DC VERIFIED
Invoice No: 1655 Dt: 5/2/22
MRN No: 103304 Dt: 5/2/22
Received By: Sign:
SILVER OAK VILLAS PART-III

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 77660
Date: 8/2
Sign:
R.R. DIST.