PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/2/22	Prepared by	T. D. Nguny	Serial no.	2198
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	SSV LLP	Project	SSV - III	HO received date	
PO/WO date	15/2/22	PO/WO No.	85553	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22168	18/2/22	3,916-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,916-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103 890	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:	3,916-00
Amount E – PO / WO value:	3,916-00
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	28/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T. D. Nguny				
Sign:					
Date	19/2/22				
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.	22168
Silver Oak Villas Part III, Sy No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	Invoice Date.	18-02-2022
	PO No.	85553
	PO Date.	15-02-2022
	Req ID	73837
GSTIN : 36ADBFS3288A2Z7 PAN ADBFS3288A	Req Date	14-02-2022
	Loc Req No	183932

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4059 - Consumables - Surf Detergent Powder - NA -	3402	8	25.20	201.60	5	10.08
2	4065 - Consumables - Vim bar - NA - nos	3405	3	45.00	135.00	18	24.30
3	4014 - Consumables - Colin - 500ml - nos	3402	6	88.00	528.00	18	95.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6	55.00	330.00	18	59.40
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	10	52.00	520.00	18	93.60
6	4000 - Consumables - Acid - NA - ltrs	2806	6	21.00	126.00	18	22.68
7	4001 - Consumables - Air Freshner - NA - nos room freshner	3307	3	86.00	258.00	18	46.44
8	4001 - Consumables - Air Freshner - NA - nos odonil	3307	6	45.00	270.00	18	48.60
9	4022 - Consumables - Dettol - NA - nos hand wash	3401	6	86.00	516.00	18	92.88
10	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	6	76.00	456.00	18	82.08
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	3,340.60	575.10
	287.55	287.55	Total Invoice Amount	3,915.70	

Rupees : Three Thousand Nine Hundred Fifteen and Paise Seventy Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91267 Date: 18/2 Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 19-02-2022 10:56:37

85553

14.02.22 2:32:33

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**	85553	183932
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	15-02-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	15-02-2022	
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	4059 - Consumables - Surf Detergent Powder - NA - kgs	8.00	25.20	0.00	5.00	211.68
2	4065 - Consumables - Vim bar - NA - nos	3.00	45.00	0.00	18.00	159.30
3	4014 - Consumables - Colin - 500ml - nos	6.00	88.00	0.00	18.00	623.04
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	6.00	55.00	0.00	18.00	389.40
5	4046 - Consumables - Phinyle - 1Ltr - nos	10.00	52.00	0.00	18.00	613.60
6	4000 - Consumables - Acid - NA - ltrs	6.00	21.00	0.00	18.00	148.68
7	4001 - Consumables - Air Freshner - NA - nos *room freshner*	3.00	86.00	0.00	18.00	304.44
8	4001 - Consumables - Air Freshner - NA - nos *odonil*	6.00	45.00	0.00	18.00	318.60
9	4022 - Consumables - Dettol - NA - nos *hand wash*	6.00	86.00	0.00	18.00	608.88
10	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	6.00	76.00	0.00	18.00	538.08
				Total Order Value . . .		**3,915.70**

Rupees : Three Thousand Nine Hundred Fifteen and Paise Seventy 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.

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Purchase Order

 19-02-2022 10:56:37 Original / Office Copy / Purchase Div.Copy

Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for cleaning 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:	14-02-2022
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183932
Material required before date:	05-02-2022	ID No.	73837

No	Description	Size	Quantity	Units	Inward Number	Date
1	Surf		10	Packets		
2	Soap		10	Nos		
3	Colins		6	Nos		
4	Harphic		10	Nos		
5	Phynioil		10	Nos		
6	Acids		06	Nos		
7	Room freshner spray		03	NOs		
8	Air pockets		06	Nos		
9	Hand wash		06	Nos		
10	lizol		06	Nos		

8553

Remarks: - For cleaning purpose

Prepared By	Ch.Pranavi	Approved by	
Sign.& Date	14-02-2022	Sign. & Date	

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

APPROVED
15 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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	18969
Silver Oak Villas LLP	DC Date	18-02-2022
Silver Oak Villas Part III, Sy. No. 11,12, 14, 15, 16, 17, 18, 294, cherlapally hyd	PO No	85553
	PO Date	15-02-2022
	Req ID	73837
GSTIN 36ADBFS3288A2Z7	Req Date	14-02-2022
	Loc Req No	183932

	Description of Goods	HSN/SAC	Qty
1	4059 - Consumables - Surf Detergent Powder - NA - kgs	3402	8
2	4065 - Consumables - Vim bar - NA - nos	3405	3
3	4014 - Consumables - Colin - 500ml - nos	3402	6
4	4035 - Consumables - Harpic - Cleaner - 500ml - nos	3808	6
5	4046 - Consumables - Phinyle - 1Ltr - nos	2907	10
6	4000 - Consumables - Acid - NA - ltrs	2806	6
7	4001 - Consumables - Air Freshner - NA - nos	3307	3
8	4001 - Consumables - Air Freshner - NA - nos	3307	6
9	4022 - Consumables - Dettol - NA - nos	3401	6
10	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	6
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24			
25	1727 18/2/22		
26	103890 18/2/22		
27	Received By: Sign:		
28			
29	SILVER OAK VILLAS PART-III		
30			

SUMMIT SALES LLP
IN WARD
No: 77915
Date: 19/2
Sign:
R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction