PURCHASE DIVISION
Advice for approval for credit to supplier

E

nDate:	22/09/22	Prepared by	Ramya	Serial no.	8759
Supplier name	Santhosh tarpaulin			HO inward no.	
Firm/Company	SOV-LLP	Project	SOV - iii	HO received date	
PO/WO date	14/09/22	PO/WO No.	91958	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	243	16/09/22	5,605/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,605/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 111968	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:	5,605/-
Amount E – PO / WO value:	5,546/-
Amount F – Difference (A – E):	59/-
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	26/09/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	22/09/22				
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

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
ToSILLVER OAK VILLAS LLP 5-4-187/3&4IInd floor MG ROAD SECUNDERABAD 500003 **GSTIN No. 36ADBFS3288A2Z7**	Invoice No:**243** Invoice Date: 16/09/2022 P.O.No.91958/184623 P.O.Date: 14.09.2022

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	LDPE POLITHIN SHIET SIZE 12ft X 15ft	3920	50 KGS	@ 95/-	4,750.00

Rupees in words FIVE THOUSAND SIX HUNDERD FIVE only

Total ::	**4,750.00**
CGST @ 9% ::	**427.50**
SGST @ 9% ::	**427.50**
IGST 18% ::	
adjust ::	
Grand Total ::	**5,605.00**

Receiver Signature & Seal

INWARD
Inward No: 2758 Dt: 16/9/22
MRN No: 111968 Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

For SANTHOSH TARPAULIN

SANTHOSH TARPAULIN ALWAL

Authorized Signatory

Purchase Order

 15-09-2022 10:19:57 AM

91958
01.09.22 11:08:03

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			
Santosh Tarpaulin	**Doc No**	91958	184623
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	14-09-2022	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	13-09-2022	
9642662732	**SupplyType**	Supply	

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	449600 - GENE-General Items - LDPE Cover-Black Color- - 3600X4500MM - Kgs	50.00	94.00	0.00	18.00	5,546.00
					Total Order Value . . .	**5,546.00**

Rupees : Five Thousand Five Hundred Fourty Six Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.for site use purpose.
Completion Date	NA
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

Venu 15/09/22

Name : ____________

Contact - -

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas	Date:	13-09-2022			
Site & Phase :	SOV-III	Time:	4:00			
Unit No./Block No.	For Site use purpose					
Supplier:		Req. No.	184623			
Material required before date:	V.V.Urgent	ID No.	79723			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	GENE4496-General Items-LDPE Cover-Black Color--3600X4500MM-Kgs	50kgs	0	50kgs		
2	180x 15					
3						
4	91958					
5						
6						
7						
8						
9						
10						
Remarks:	For Site use purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K. Tulasi Rani		APPROVED 15 SEP 2022 P. VENKATESHWARLU MANAGER PURCHASE			
Approved By:						
Sign & Date:						