PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07/12/22	Prepared by	Kalpana	Serial no.	11379
Supplier name	Sweta Computers			HO inward no.	
Firm/Company	SOV LLP	Project	SOV III	HO received date	
PO/WO date	01/11/22	PO/WO No.	93442	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00025361	05/11/22	37,600/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			37,600/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	114703	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:			37,600/-
Amount E – PO / WO value:			37,600/-
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	12/12/22		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Venu			
Sign:		APPROVED			
Date		07 DEC 2022			
Approval limit	Upto 20k	Above 20k P. VENKATESWARLU MANAGER PURCHASE	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 for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
SILVER OAK VILLAS LLP
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION
M.G ROAD, SECUNDERABAD, Rangareddy, Telangana, 500003
PH:9502199355
HYDERABAD - 500003
Phone :
State : 36 - Telangana
PO NO:93442-203143 DATE:01-11-2022

Ship to:

Invoice No. : 00025361
Invoice Date : 05/11/2022
GSTIN : 36ADBFS3288A2Z7
PAN : ADBFS3288A
Due Date : 05/11/2022

SR : IRFAN
IRN : 54fdf85ce74e291ffd702f36f513601c13a3f7e068a8b43523 b4b7d1bab9658f

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	SYSTEM HP AIO 22-DD2686IN 8CC22132WD	84714900	1	34750.00	29449.15	29449.15	9	2650.42	9	2650.42	0	0.00
2	UPS APC 600 VA	85044090	1	2850.00	2415.25	2415.25	9	217.37	9	217.37	0	0.00
						31864.40						
	CGST				9.00	2867.79						
	SGST				9.00	2867.79						
	ROUND OFF				0.00	0.02						
	Grand Total:		2			**37600.00**						

INWARD
Inward No: 3024 Dt: 11/11/22
MRN No: 114703 Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

Rupees Thirty-Seven Thousand Six Hundred Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

E.&O.E
For **SHWETA COMPUTERS**

Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 18149
Date: 16/11/24
Sign:

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

 01-11-2022 15:35:20 O

Purchase Order

93442
18.10.22 2:23:38

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			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	93442	203142
	Doc Date	01-11-2022	
	Quote No	Nil	
	Quote Date	01-11-2022	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	167400 - COMP-Peripherals - All in one computer-- - NA - Nos *HP All in one*	1.00	29,448.50	0.00	18.00	34,749.23
2	406300 - ELEC-Electrical - UPS-600VA-APC - - - Nos *APC UPS 600VA*	1.00	2,416.00	0.00	18.00	2,850.88
					Total Order Value . . .	**37,600.11**

Rupees : Thirty Seven Thousand Six Hundred and Paise Eleven Only.

Terms and Conditions :-

Specification / Brand	Brand will be HP all in one quad core, 8GB, 512 SSD, 21" Screen, Windows 11.
Payment Terms	100% advance payment
Tax	GSTincluded in the above prices
Delivery Date	Immidiate
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	Nil
Warranty	One year
Advance Paid	Rs. 37,600-00, by RTGS/NEFT....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for Site Conference purpose
Completion Date	Nil
Measurment	Nii
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 *Shweta Computers*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak Villas	Date:	31-11-22			
Site & Phase :	SOV - III	Time:				
Unit No./Block No.						
Supplier:		Req. No.	203142			
Material required before date:		ID No.	81063			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	COMP1674-Peripherals-All in one computer----Nos	1	0	1		
2 935142	ELEC4063-Electrical-UPS-600VA-APC--Nos	1	0	1		
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for site conference					
	Engineer	Project Manager		Purchase APPROVED 01 NOV 2022 PURCHASE		MD
Prepared By:	Suneel					
Approved By:						
Sign & Date:						