PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	6-01-23	Prepared by	S. Jaysudha	Serial no.	**12841**
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-Part-III	HO received date	
PO/WO date	7-12-22	PO/WO No.	94780	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4063	16-12-22	23,010/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	23,010/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	115437	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:	23,010/-
Amount E – PO / WO value:	23,010/-
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	16-01-23
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
06 JAN 2023
MINISH PARIKH
MANAGER PROCUREMENT

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.

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

S. No. 4063

Date : 16 12 2022

Purchaser R.C. No. / GST No. 36ADBFS3288A2Z7

M.S. SILVER OAK VILLAS LLP (MN ROAD) (94780 184875)

RR/GR No.............Date.............Goods through...........Freight...........Weight...........

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	PLATE LAMP TYPE1	9405	30	650	19500	00

INWARD
Inward No: 3239 Dt: 23/12/22
MRN No: 15437 Dt: 23/12/22
Received By: Sign:
(Silver Oak Villas-Part-III)

Rupees in words : Twenty three thousand ten ONLY

Total	19500	00
CGST 9 %	1755	00
SGST 9 %	1755	00
IGST %		
Grand Total	23010	00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

For S.R. Lights

Purchase Order

 07-12-2022 12:08:16 PM

94780
29.11.22 5:48:27

opy

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			
S.R.Lights	**Doc No**	94780	184875
846/4-3-2, RP Road, Secunderbad-3	**Doc Date**	07-12-2022	
	Quote No	NIL	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	06-12-2022	
64594769 900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	427200 - ELGL-Electrical - Gate Light-Type-1 (Square)- - - - Nos	30.00	650.00	0.00	18.00	23,010.00
					Total Order Value . . .	**23,010.00**

Rupees : Twenty Three Thousand Ten 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	Transport cost shall be borne by us.
Warranty	1 Year
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Villa no. 147-156 gate light fitting 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 invoice must be sent to HO office or purchase site office .proof of delivery /DC can be sent by emai

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : Venu 08/12

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ______________________

Date : __/__/____

4063/24/12/22 - 3239

Requisition Form						
Company Name:	Silver Oak Villas LLP	Date:	06-12-2022			
Site & Phase :	SOV-III	Time:	12:00			
Unit No./Block No.	for villa no 147-156 gate lights fitting work purpose					
Supplier:		Req. No.	184875			
Material required before date:	10-12-2022	ID No.	82216			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	ELEC3686-Electrical-Gate Light-Type 1 (Square)---Nos	30		30		
2	94780					
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	for villa no 147-156 gate lights fitting work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.Meenakshi Goud					
Approved By:	K.Pursihthoam					
Sign & Date:	06-12-2022					

APPROVED
07 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE