PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	6-01-23	Prepared by	S. JaySudha	Serial no.	**12840**
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	Sov LLP	Project	Sov Part-III	HO received date	
PO/WO date	3-12-22	PO/WO No.	94639	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4038	5-12-22	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.:	115693	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.

☑ Original ☐ Duplicate ☐ Triplicate

SR LIGHTS

846/4-3-2, RP ROAD , SECUNDERABAD -3 PH 040 66384943
Phone no. : 8886663135
Email : srlights888@gmail.com
GSTIN : 36AHMPR9714P1ZB
State: 36-Telangana

Tax Invoice

Bill To

sliver oak villas LLP

2ND FLOOR 5-4-187/3 AND 4 SOHAM MANSION M.G ROAD SECUNDERABAD

GSTIN : 36ADBFS3288A2Z7

State: 36-Telangana

Place of supply: 36-Telangana
Invoice No. : 4038
Date : 05-12-2022

#	Item name	HSN/ SAC	Quantity	Price/ Unit	GST	Amount
1	gate light type 1		30	₹ 650.00	₹ 3,510.00 (18%)	₹ 23,010.00
	Total		**30**		**₹ 3,510.00**	**₹ 23,010.00**

Invoice Amount In Words

Twenty Three Thousand Ten Rupees only

Terms and Conditions

1.good once sold will note be taken back

Sub Total	₹ 19,500.00
SGST@9%	₹ 1,755.00
CGST@9%	₹ 1,755.00
Total	**₹ 23,010.00**
Received	₹ 0.00
Balance	₹ 23,010.00

Pay To-

Bank Name : YES BANK, RP ROAD, SECUNDERABAD
Bank Account No. : 041361900000335
Bank IFSC code : YESB0000413
Account holder's name : SR LIGHTS

For, : SR LIGHTS

S.R. LIGHTS
846, 4-3-2, R.P. ROAD,
SECUNDERABAD-500 003.

Authorized Signatory

Doc. NO 94639 - 184859

P.N

INWARD	
Inward No: 3289	Dt: 31/12/22
MRN No: 15693	Dt: 2/1/23
Received By:	Sign:
(Silver Oak Villas-Part-III)	

Purchase Order

 03-12-2022 3:51:11 PM

Copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

94639
29.11.22 5:43:09

Supplier Details			
S.R.Lights 846/4-3-2, RP Road, Secunderbad-3	**Doc No**	94639	184859
	Doc Date	03-12-2022	
GSTIN 36AHMPR9714P1ZB	**Quote No**	NIL	
64594769 900008544/9246370769	**Quote Date**	02-12-2022	
	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. 137-146 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

Veerar 03/12/22

Name : ______________________

Accepted the above Terms And Conditions

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

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name:	Silver Oak VIllas LLP	Date:	02-11-2022			
Site & Phase :	SOV-III	Time:	11:30			
Unit No./Block No.	For villa no 137-146 gate light fitting work purpose					
Supplier:		Req. No.	184859			
Material required before date:	urgent	ID No.	82091			
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	0	30		
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	For villa no 137-146 gate light fitting work purpose					
	Engineer	Project Manager		Purchase		MD
Prepared By:	B.Meenakshi					
Approved By:	K.Purshotham					
Sign & Date:	02-12-2022					

Pale 4272 Elec

620 650 92315

94639

APPROVED
03 DEC 2022
P. VENKATESHWARLU
MANAGER PURCHASE