PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/01/23	Prepared by	Jayasudha	Serial no.	13657
Supplier name	SK Enterprises			HO inward no.	
Firm/Company	SOWA	Project	SOV-III	HO received date	
PO/WO date	18/01/23	PO/WO No.	96209	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1234	18/01/23	9,366/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9,366/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	116383	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:	9,366/-
Amount E – PO / WO value:	9,366/-
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	30/01/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	S. JaySudha				
Sign:	Sudha				
Date	25-01-23				
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.

CASH BILL

Ph : 9848996678, 040-48544485

S.K. ENTERPRISES

Authorised Sales & Service Dealers of **EXIDE BATTERIES**

 # 5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad-3.

EXIDE

Name: Silver Oak welfare Association.

Address: Doc No: 96209 | 191030 Dt: 18.1.2023

Phone No.

~~CASH~~ / CREDIT INVOICE No. 1234 Date : 18/1/2023

Vehicle No. / Bty. Serial No. A4K2C026426

ITEM	PARTICULARS	QTY.	RATE	AMOUNT Rs.	Ps.
	Exide Battery fulley charged. XP1000	one	10407/-	10407	00
	Less Discut			1041	00
	INWARD Inward No: 3364 Dt: 18/1/2 MRN No: 116383 Dt: 18/1/23 Received By: Sign (Silver Oak Villas-Part-III)			SUMMIT SALES LLP INWARD No: 04779 Date: 25/1/23 Sign: R.R. DIST.	
	H.S.N. Code : 85071000, ~~85072000, 85044010~~ A Quality Product of Exide Industries Limited		Inclusive of SGST-14% & CGST - 14%	9366	00

Free Battery Service will be available atleast once in a month. Please retain your Guarantee Card carefully as proof of purchase as well as Cash Memo. Conditions of Guarantee are as given in the Guarantee Card.

For **S.K. ENTERPRISES**

E-mail : skenterprises_secbad@yahoo.co.in

GSTIN : 36AANFS7053A1Z7 D

Sold by S. Naidu.

Customer Signature P.M.

Purchase Order

 18-01-2023 11:33:05 Origi

96209
10.01.23 4:03:10

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
S K ENTERPRISES #5-4-187/5, Karbala Maidan, M.G Road , Secunderabad - 500 003	**Doc No**	96209	191030
	Doc Date	18-01-2023	
	Quote No	Nil	
GSTIN 36320256393	**Quote Date**	18-01-2023	
040-27542144 9848996678	**SupplyType**	Supply	

Kind Attn : Mr. Nandu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	507400 - MISC-Miscellaneous - Battery-- - NA - Nos	1.00	8,130.00	10.00	28.00	9,365.76
					Total Order Value . . .	**9,365.76**

Rupees : Nine Thousand Three Hundred Sixty Five and Paise Seventy Six Only.

Terms and Conditions :-

Specification / Brand	item shall be of' EXIDE- XP1000'brand/company
Payment Terms	100% Advance
Tax	Included in the above price
Delivery Date	Immediate
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	Our scope
Warranty	18 months Guarantee from the date of Purchase
Advance Paid	Rs.9,366/-by RTGS/NEFT
Other Terms	We reserve the right to reject the items not confirming to the quality & specifications. Above order for villa no. 1- 135(12v 100MH Battery) purpose.
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	Deliver at Crescential Lab ,Contact person Mr.Ansari -7667074298

For ***Silver Oak Welfare Association***

Authorised Signatory

Veeru 18/01/23

Name : ____________

Accepted the above Terms And Conditions

For ***S K ENTERPRISES***

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	Silver Oak Welfare Association	Date:	18-01-2023				
Site & Phase :	SOV-III	Time:	9:30				
Unit No./Block No.	Generator Backup for villa no 01-135 Purpose						
Supplier:		Req. No.	191030				
Material required before date:	V.V.V Urgent	ID No.	83518				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	MISC5074-Miscellaneous-Battery----Nos	1		1			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Generator Backup for villa no 01-135 Purpose (12V 100MH Battery)						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	K.Tulasi Rani						
Approved By:	K.Purshotham						
Sign & Date:	18-01-2023						

Po.no. 96209

APPROVED
18 JAN 2023
P. VENKATESHWARLU
MANAGER PURCHASE