PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/03/23	Prepared by	V. RAVI	Serial no.	**15667**
Supplier name	Elegant Enterprises			HO inward no.	
Firm/Company	SOV LLP	Project	SOV-II	HO received date	
PO/WO date	02/04/21	PO/WO No.	76121	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE2122 -0010	05.04.21	3983-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3983-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	90974	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:	3983-00
Amount E – PO / WO value:	3982-50
Amount F – Difference (A – E):	0.50
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	23/03/23

Remarks: Original Invoice copy missing, so through Certified True copy we are processing this bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		21/03/23			
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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 9786
Date 23/3/23
Sign.

Form for closure of purchase order

PO no.:	7612	PO date:	02/04/21	Req. no.:	183566	Advice Scan ID	
Barcoded PO available	□ Y/☑ N	Invoice original available	□Y/☑N /□Copy available			POD available	☑Y/□ N
Data required from site/engineers:							
MRN nos. related to PO	90974						
□ Part material received.		☑ Full material received.			□ Material not received.		
□ Close PO – Balance material will be re-ordered by new requisition.							
□ Cancel PO. Material not required.		□ Cancel PO. Material will be re-ordered by new requisition					
□ Keep PO open. Material required.		□ Keep PO open. Work under progress.					
Remarks by engineer:							
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.							
Prepared by: K. Tulasi Rani		Sign:			Date: 03/03/23		

Data required from accounts:				
□	Checked with E&D for receipt of bills.			
☑ Bills not received against this PO.		□ Part bill received against this PO.		□ All bills received against this PO.
□ Advance paid against this PO		Amount paid:		Date of payment:
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
Remarks by Accountants: Bill Not Received				
Prepared by: P. Ramesh		Sign:		Date: 13/3/23
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:		Sign:		Date:
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				
Remarks: Certified bill copy required.				
Prepared by: Ravi		Sign:		Date: 15/03/23

Advice by MD - action to be taken.			
☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:		Date:

APPROVED BY
16 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 03-03-2023 13:08:57

Original / Office Copy / Purchase Div.Copy

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			
Elegant Enterprises 5-4-187/7/3,Karbala Maidan, M.G.Road, Secunderbad-500003.	**Doc No**	76121	183566
	Doc Date	02-04-2021	
	Quote No	Nil	
GSTIN 36AJBPK0412E1ZY	**Quote Date**	02-04-2021	
66385358 9985113450/9885073880	**SupplyType**	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items. Full.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4525 - Electrical - other - Ceiling fan - other - nos *white*	3.00	1,125.00	0.00	18.00	3,982.50
					Total Order Value . . .	**3,982.50**

Rupees : Three Thousand Nine Hundred Eighty Two and Paise Fifty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, Seawind model
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 Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for Site ofice purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Elegant Enterprises*

Name : ______________

Name : ______________

Date : __/__/____

STIN:
[illegible]K0412E1ZY

☑ Orignal for Receipient ☐ Duplicate for Supplier / Transporter ☐ Triplicate for Supplier

GST INVOICE
CASH | CREDIT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com

Preventers I Annunciators I Switchgears I Starters I Wires & Cables I Capacitors I Panel & Cable Accessories I Oil Seals
Step Down Transfromers I L.E.D Lights I Earthing Equipments I Carbon Brushes I PVC Insulation Tapes I Lugs I Spares

Reverse Charge : Nil			
Invoice Number : EE2122-0010		Transportation Mode :	Not Applicable
Invoice Date : 05 April 2021		Vehicle/LR Number :	Not Applicable
State : Telangana	State Code : 36	Date of Supply :	05 April 2021
		Place of Supply :	Hyderabad

Details of Buyer I Billed to:

Name : M/s Silver Oak Villas LLP	Delivery Challan No. : Not Applicable — Date : - x -
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003	Purchase Order No. : 76121 — Date : 02.04.2021
GSTIN : 36ADBFS3288A2Z7	Delivery Location : Site: Silver Oak Villas Part-III, Sy. No. 11, 12, 14, 15, 16, 17, 18, 294
State : Telangana — State Code : 36	Term of Payment : ☐ Against Delivery ☐ Against Proforma Invoice ☑ Within 30 days from date of Invoice.

Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Crompton 48" (1200mm) Sweep White Ceiling Fan Model Seawind	84145120	3.00	No's	9.00	9.00	0.00	1125.00	3375.00
*****	*In case of any complaint, please call customer care toll free no 1800 419 0505 or email consumer.support@crompton.co.in*								

INWARD WITH ...
Inward No C691 Dt. 6/4/21
MRN No 90974 Dt: 6/04/21
Received By: Sign
SILVER OAK VILLAS LLP

Elegant Enterprises Secunderabad

Total Invoice Amount in Words:

Rupees: Three Thousand Nine Hundred Eighty Three Only.

Total Amount Before Tax	:	3,375.00
Add : C G S T	:	303.75
Add : S G S T	:	303.75
Add : I G S T	:	0.00
R/o + Transportation	:	0.50
Total Amount	:	Rs. 3,983.00

Our Bank Details:

Name of the Bank : HDFC Bank — Account No. : 50200009719725
Branch Address : Paradise, S.D. Road, Sec-Bad-3 — IFS Code : HDFC0000042

Receiver's Seal and Signature with Name & Mobile Number

M. Shela

Terms and Conditions :
1. Goods once sold will not be taken back of exchanged
2. Interest at 24% P. A. will be charged affter ...... Days.
3. Our risk & responsibility cease on the delivery of goods.
4. All disputes are subject to Secunderabad Jurisdiction
5. We declare that this invoice shows the actual price of the goods described and that all particulars are true & correct.

for Elegant Enterprises

Authorised Signatory

E & O. E

** Guarantee & Warranty Voids if Proper Earth Connection is not given to LED Light Fixtures.

**No Guarantee & Warranty on Breakages & Burnout.

Material Duly Checked By and Delivered to: Mr.

Eway Bill No. Not Applicable Dated: Not Applicable

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

GSTIN: 36AJBPK0412E1ZY	☐ Orignal for Receipient	☑ Duplicate for Supplier / Transporter	☐ Triplicate for Supplier	GST INVOICE CASH | CREDIT

Elegant Enterprises

5-4-187/7/3, Karbala Maidan, M. G. Road, Secunderabad-500003
Phone: 040- 6638-5358, E-mail address: eleganthyd@hotmail.com

Preventers | Annunciators | Switchgears | Starters | Wires & Cables | Capacitors | Panel & Cable Accessories | Oil Seals
Step Down Transfromers | L.E.D Lights | Earthing Equipments | Carbon Brushes | PVC Insulation Tapes | Lugs | Spares

Reverse Charge	Nil		
Invoice Number	EE2122-0010	Transportation Mode	Not Applicable
Invoice Date	05 April 2021	Vehicle/LR Number	Not Applicable
State	Telangana	Date of Supply	05 April 2021
State Code	36	Place of Supply	Hyderabad

Details of Buyer | Billed to:

Name : M/s Silver Oak Villas LLP
Address : 5-4-187/3 & 4, 2nd Floor, Soham Mansion, Mahatma Gandhi Road, Secunderabad - 500003
GSTIN : 36ADBFS3288A2Z7
State : Telangana   State Code : 36

Delivery Challan No. : Not Applicable   Date : - x -
Purchase Order No. : 76121   Date : 02.04.2021
Delivery Location : Site: Silver Oak Villas Part-III, Sy. No. 11, 12, 14, 15, 16, 17, 18, 294
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Sl. No.	Description of Goods	HSN/SAC	Quantity	UoM	CGST %	SGST %	IGST %	Rate	Amount
1	Crompton 48" (1200mm) Sweep White Ceiling Fan Model Seawind	84145120	3.00	No's	9.00	9.00	0.00	1125.00	3375.00
	In case of any complaint, please call customer care toll free no 1800 419 0505 or email consumer.support@crompton.co.in								

Total Invoice Amount in Words:

Rupees: Three Thousand Nine Hundred Eighty Three Only.

Total Amount Before Tax	:	3,375.00
Add : CGST	:	303.75
Add : SGST	:	303.75
Add : IGST	:	0.00
R/o + Transportation	:	0.50
Total Amount		Rs. 3,983.00

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Authorised Signatory

E & O. E

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Material Duly Checked By and Delivered to Mr.

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Eway Bill No. Not Applicable Dated: Not Applicable

Head Office : Block - A : 413 : Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

Elegant Enterprises Secunderabad

"TRUE COPY"