PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/03/23	Prepared by	V. RAVI	Serial no.	**15674**
Supplier name	Mahamauli Marketing			HO inward no.	
Firm/Company	SOV LLP	Project	SOV - III	HO received date	
PO/WO date	23.11.22	PO/WO No.	94250	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	183	29.01.23	17,472-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,472-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 116947	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:	17,472-00
Amount E – PO / WO value:	17,472-29
Amount F – Difference (A – E):	0.29
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	50% Advance Paid
Remarks:	Final bill & close this P.O

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		24.03.23			
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.

Form for closure of purchase order

PO no.:	94250.	PO date:	23/11/22.	Req. no.:	184813.	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	116947.	
□ 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: Meenakshi	Sign: [signature]	Date: 18/03/23.

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: 8,736/-	Date of payment: 2/12/22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: P. Ramesh	Sign: [signature]	Date: 20/3/23

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 true copy required from Vendor.

Prepared by: Ravi	Sign: [signature]	Date: 21/03/23.

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
23 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 20-03-2023 12:09:53 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			
Mahanandi Marketing	**Doc No**	94250	184813
Shed no D3/3, Door no 1-6-43/3/11,Kanajiguda, Alwal, Mutyamreddy estate, Hyderabad-500015	**Doc Date**	23-11-2022	
	Quote No	NIL	
GSTIN 36BANPC1655H1ZR	**Quote Date**	23-11-2022	
7207169169 7207169169	**SupplyType**	Supply	

Kind Attn : Satish Chowdary

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	161800 - FUNF-Furniture & fixtures - HOB--Hindware-Sara Plus 4b - - - Nos	1.00	9,892.00	0.00	18.00	11,672.56
2	832100 - FUNF-Furniture & fixtures - Chimney--Hindware-Clara Neo Blk-SS60 - - - Nos	1.00	4,915.00	0.00	18.00	5,799.70
	Total Order Value . . .					**17,472.26**

Rupees : Seventeen Thousand Four Hundred Seventy Two and Paise Twenty Six Only.

Terms and Conditions :-

Specification /	All items are Hindware brand, stainless steel, Chimney with pipe 10 ft.
Payment Terms	50% advance balance aganist delivery
Tax	All taxes are included in above prices
Delivery Date	With in 5 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	Chimney 5 years and Hob 1 year warranty.
Advance Paid	Rs-8,736.00
Other Terms	We reserve the rights to reject the items is not confirming specification, breakage is in suppliers account, above order is for villa no 141 purpose.
Completion Date	Nil
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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

Accepted the above Terms And Conditions

For *Silver Oak Villas LLP*

For *Mahanandi Marketing*

Authorised Signatory

Date : __/__/____

Name : ____________________

Name : ____________________

Tax Invoice

HAR HAR MAHADEV

(ORIGINAL FOR RECIPIENT)

[illegible]ANANDI MARKETING
[illegible] Door No 1-6-43/3/11
[illegible] estate near yadamma nagar kanajiguda
[illegible]bad 500015 Medchal-Malkajgiri, TS
GSTIN/UIN 36BANPC1655H1ZR
State Name Telangana, Code 36
Contact 8790734830
E-Mail mahanandimarketing169@gmail.com

Consignee (Ship to)
SILVER OAK VILLAS LLP PART III
SY NO [illegible] 12,14,15,16,17,18,294, CHERLAPALLY
GSTIN/UIN 36ADBFS3288A2Z7
State Name Telangana, Code 36

Buyer (Bill to)
SILVER OAK VILLAS LLP
5-4-187/3&4 2ND FLOOR MG ROAD SEC-BAD
GSTIN/UIN 36ADBFS3288A2Z7
State Name Telangana, Code 36
Place of Supply Telangana

Invoice No. **183**	Dated **29-Jan-23**
Delivery Note	Mode/Terms of Payment **ZADP**
Reference No. & Date	Other References
Buyer's Order No.	Dated
Dispatch Doc No. **183**	Delivery Note Date
Dispatched through **DIRECT**	Destination **SILVER OAK VILLAS PART III**
Bill of Lading/LR-RR No.	Motor Vehicle No. **TS08UJ3697**
Terms of Delivery **DOC NO:- 94250/184813**	

Sl No	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**KA Cooker Hood Clara Neo Blk 60 IN**	84146000	18 %	**1.00 PCS**		4,915.00	PCS		**4,915.00**
2	**SARA PLUS 4B 60**	73211110	18 %	**1 nos**		9,892.00	nos		**9,892.00**
									14,807.00
	Output-CGST								**1,332.63**
	Output-SGST								**1,332.63**
	Less ***Round Off***								**(-)0.26**
	Total			**2.00**					**₹ 17,472.00**

INWARD
Invoice No: 342 Dt: 30/1/23
MRN No: 116947 Dt: 3/2/23
Received By: Sign
(Silver Oak Villas-Part-III)

Amount Chargeable (in words) *E. & O.E*
INR Seventeen Thousand Four Hundred Seventy Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84146000	4,915.00	9%	442.35	9%	442.35	884.70
73211110	9,892.00	9%	890.28	9%	890.28	1,780.56
Total	**14,807.00**		**1,332.63**		**1,332.63**	**2,665.26**

Tax Amount (in words) : **INR Two Thousand Six Hundred Sixty Five and Twenty Six paise Only**

Company's PAN : **BANPC1655H**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details
Bank Name : **HDFC Bank**
A/c No. : **50200052885909**
Branch & IFS Code : **ALWAL & HDFC0000632**

Customer's Seal and Signature

for MAHANANDI MARKETING

Authorised Signatory

SUBJECT TO HYDERBAD JURISDICTION

This is a Computer Generated Invoice

Tax Invoice *(DUPLICATE FOR TRANSPORTER)*

HAR HAR MAHADEV

MAHANANDI MARKETING Shed.No: D3/3, Door.No.1-6-43/3/11 Muthyam reddy estate, near yadamma nagar, kanajiguda Alwal, Secunderabad-500015, Medchal-Malkajgiri, TS GSTIN/UIN: 36BANPC1655H1ZR State Name : Telangana, Code : 36 Contact : 8790734830 E-Mail : mahanandimarketing169@gmail.com	Invoice No. **183**	Dated **29-Jan-23**
	Delivery Note	Mode/Terms of Payment **ZADP**
	Reference No. & Date.	Other References
Consignee (Ship to) **SILVER OAK VILLAS LLP PART III** SY NO:-11,12,14,15,16,17,18,294, CHERLAPALLY GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Dispatch Doc No. **183**	Delivery Note Date
	Dispatched through **DIRECT**	Destination **SILVER OAK VILLAS PART III**
	Bill of Lading/LR-RR No.	Motor Vehicle No. **TS08UJ3697**
Buyer (Bill to) **SILVER OAK VILLAS LLP** 5-4-187/3&4,2ND FLOOR,MG ROAD,SEC-BAD GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery **DOC NO:-** **94250/184813**	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**KA Cooker Hood Clara Neo Blk 60 IN**	84146000	18 %	**1.00 PCS**	5,799.70	4,915.00	PCS		**4,915.00**
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									14,807.00
	Output-CGST								**1,332.63**
	Output-SGST								**1,332.63**
	Less : ***Round Off***								**(-)0.26**
	Total			**2.00**					**₹ 17,472.00**

INWARD
Inward No: 3421 Dt: 30/1/23
MRN No: Dt:
Received By: Sign:
(Silver Oak Villas-Part-III)

Amount Chargeable (in words) *E. & O.E*

INR Seventeen Thousand Four Hundred Seventy Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84146000	4,915.00	9%	442.35	9%	442.35	884.70
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Tax Amount (in words) : **INR Two Thousand Six Hundred Sixty Five and Twenty Six paise Only**

"TRUE COPY"

Company's PAN : **BANPC1655H**

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Bank Name : **HDFC Bank**
A/c No. : **50200052885909**
Branch & IFS Code : **ALWAL & HDFC0000632**

Customer's Seal and Signature

MODI PROPERTIES PVT. LTD. SEC'BAD

8/2/23

for MAHANANDI MARKETING

Authorised Signatory

SUBJECT TO HYDERBAD JURISDICTION

This is a Computer Generated Invoice