

PURCHASE DIVISION
Advice for approval for credit to supplier

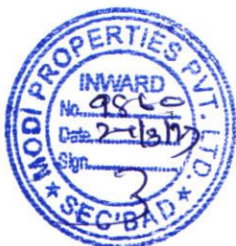
Date: 24/03/23		Prepared by: V. RAVI		Serial no. 15675	
Supplier name: Mahanandi Marketing				HO inward no.	
Firm/Company: SOVLY		Project: SOV-III		HO received date	
PO/WO date: 23.11.23		PO/WO No. 94255		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	184	24.01.23	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.: 116946	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:			17,472-26
Amount F – Difference (A – E):			0.26
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: find bill & close this P.O.			

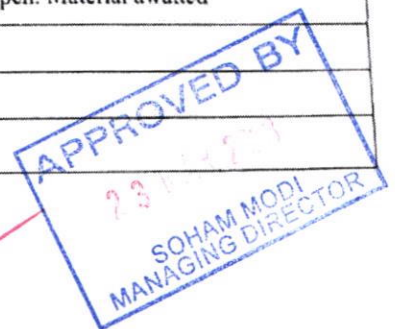
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		24/03/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.: 94255	PO date: 23/11/22	Req. no.: 184814	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO 116946			
☐ 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:	Date: 18/3/23	
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: 8,730/-		Date of payment: 2/12/22	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Cr. given to supplier			
Remarks by Accountants:			
Prepared by: P. Ramesh Kumar	Sign:	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
1.			
2.			
3.			
MRN no.			
Remarks: Certified True copy required from Vendor.			
Prepared by: Ravi	Sign:	Date: 21/3/23	
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:	



Purchase Order

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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 Shed no D3/3, Door no 1-6-43/3/11,Kanajiguda, Alwal, Mutyamreddy estate, Hyderabad-500015 GSTIN 36BANPC1655H1ZR 7207169169 7207169169	Doc No	94255	184814
	Doc Date	23-11-2022	
	Quote No	Nil	
	Quote Date	23-11-2022	
	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 against delivery
Tax	All taxes are included in above prices
Delivery Date	Within 5 days
Delivery Location	Silver Oak Villas Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
Penalty 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 if not confirming specification, breakage is in suppliers account, above order is for villa no 143 purpose.
Completion Date	Nil
Measurement	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.

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Mahanandi Marketing**

Name : _____

Name : _____

Date : __/__/__

Tax Invoice
HAR HAR MAHADEV

(DUPLICATE COPY)

MAHANANDI MARKETING

Shed.No: D3/3, Door.No.1-6-43/3/11
Muthyaram,reddy estate, near yadamma nagar, kanajiguda
Alwal, Sec:underabad-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 PART III

SY NO:-11,12,14,15,16,17,18,294, 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.

184

Dated

29-Jan-23

Delivery Note

Mode/Terms of Payment

ZADP

Reference No. & Date.

Other References

Buyer's Order No.

Dated

Dispatch Doc No.

Delivery Note Date

184

Dispatched through

Destination

DIRECT

CHERLAPALLY

Bill of Lading/LR-RR No.

Motor Vehicle No.

TS08UJ3697

Terms of Delivery

DOC NO:-

94255/184814

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	KA Cooker Hood Clara Neo Bk 60 IN	84146000	18 %	1.00 PCS	5,799.70	4,915.00	PCS		4,915.00
2	SARA PLUS 4B 60	73211110	18 %	1 nos	11,672.56	9,892.00	nos		9,892.00
									14,807.00
	Less :								1,332.63
	Output-CGST								1,332.63
	Output-SGST								(-).0.26
	Round Off								
	Total			2.00					₹ 17,472.00

INWARD

Inward No: 3423	Dt: 30/1/23
MRN No:	Dt:
Received By:	Sign:
(Silver Oak Villas-Part-III)	

Amount Chargeable (in words)

INR Seventeen Thousand Four Hundred Seventy Two Only

HSN/SAC

84146000
73211110

Taxable Value

4,915.00
9,892.00

Central Tax

Rate Amount

9% 442.35

9% 890.28

1,332.63

State Tax

Rate Amount

9% 442.35

9% 890.28

1,332.63

Total

Tax Amount

884.70

1,780.56

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.

Customer's Seal and Signature



Company's Bank Details

Bank Name

: **HDFC Bank**

A/c No.

: **50200052885909**

Branch & IFS Code: **ALWAL & HDFC0000632**

for MAHANANDI MARKETING

"TRUE COPY"