PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/6/20	Prepared by:	Prabhakar
PO/WO no.	68078	PO / WO Date.	17.6.20
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	2973.60
Firm/Company	Silver Oak villa LLP	Project	Phase-IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	1393	22.6.20	2973.60
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2973.60

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80341	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ 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:	2973.60
Amount E – PO / WO value:	2973.60
Amount F – Difference (A – E):	
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☐ Yes ☐ No (explained below)
Excess / short material received	☐ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____ ☑ No
Payment – due date	29/6/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		25/6					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Purchase Order

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68078
16.06.20 2:49:39

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			
Lepakshi Tarpaulin Industries # 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc No**	68078	155800
	Doc Date	17-06-2020	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote No**	Nil	
66486071 9642662732	**Quote Date**	17-06-2020	
	SupplyType	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4064 - Consumables - Umbrella - other - nos	3.00	260.00	0.00	12.00	873.60
2	4052 - Consumables - Raincoats - NA - nos	5.00	400.00	0.00	5.00	2,100.00
					Total Order Value . . .	**2,973.60**

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

Terms and Conditions :-

Specification / Brand	All items shall be of 'Lotus' brand.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation Cost	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : ____________

Date : __/__/___

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	17-06-2020
Site & Phase :	SOV	Time:	14.05
Supplier		Req. No.	155800
Material required before date:	urgent	ID No.	57719

No	Description	Size	Quantity	Units	Inward No	Date
1	Umberlas		03	Nos		
2	Rain Coats 68078		05	Nos		
3						
4						
5						
6						
7						
8						
9						

Remarks: - For Night time security and site office purpose

Prepared By	B.Meenakshi	Approved by	APPROVED BY 17 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	17-06-2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Estimate/Draft PO

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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			
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	Doc Date	17-06-2020	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote No**	Nil	
66486071 9642662732	**Quote Date**	17-06-2020	
	SupplyType	Supply	

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Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
17 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

T. Bhaskar

For ***Silver Oak Villas LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Lepakshi Tarpaulin Industries***

Name : ____________

Name : ____________

Date : __/__/____

<u>TAX INVOICE</u>

Invoice No. : 1393

LEPAKSHI TARPAULIN INDUSTRIES

Lepakshi

Date : 22/06/2020

1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.
Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,
E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

State Code : 36

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : Silver Oak Villas	Name :
Address : 5-4-187/384, 2ND FLOOR, M.G. ROAD, SEC-BAD.03.	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ADBFS3288A2Z7	GSTIN/UIN :
P.O. No. & Dt. 68078/155800/ - 17/06/20.	Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount
1)	6601	Umbrella -	3	260		780	6%	46.80	6%	46.80		
2)	6201	Rain Coats	[illegible]	400		2000	2.5%	50	2.5%	50		
						/		/		/		
						2780	+	96.80	+	96.80	=	2973-60

SILVER OAK VILLAS
INWARD WITH TIME
Inward No. 14365 Dt: 23/6/20
MRN No: 8034 Dt: 23/6/20
Received By: Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 66733
Date: 24/06/20
Sign:

(Rupees : in words Two thousand nine hundred seventy three & Sixty paise only only

E-way Bill No.

TOTAL INVOICE RS. 2973.60/-

TERMS & CONDITIONS :
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

OUR BANK DETAILS :

Bank Name	: PUNJAB NATIONAL BANK
Bank Account Number	: 3631002100019635
Branch	: M.G. Road, Sec'bad
IFSC	: PUNB0363100

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory