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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/6/20	Prepared by:	T. Bhaskar
PO/WO no.	68059	PO / WO Date.	17/6/20
Supplier Name	venkatna Stationary	PO/WO amount	1133
Firm/Company	SOU LLP	Project	SOU
Sl. No.	Bill No.	Bill Date	Bill amount
1.	123	18/6/20	1180
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1180

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80401	☑ Yes ◻ No
2.				◻ Yes ◻ No
3.				◻ Yes ◻ No
4.				◻ Yes ◻ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1180
Amount E – PO / WO value:	1133
Amount F – Difference (A – E):	47

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	26/8/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	25/6/20						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Silver Oak Villas LLP

GSTIN 36ADBFS3288A2Z7

Order No 68059 Date 18/6/2020

Delivery Challan No Date

Bill No. 123 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	fruit Packingcum		1 Rr	160		1000			
2	Kg 6.25								
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 197 Dt: 19/06/20
MRN No: 8040 Dt:
Received By: Jamarsh Sign:
MODI PROPERTIES

Rupees.....

Total		1000			
SUB Total					
CGST		90			
SGST		90			
Grand Total		1180		1180	00

Receiver's Signature & Seal

MODI PROPERTIES PVT. LTD. INWARD No: 66539 Date: 19/6/20 Sign: SEC'BAD

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 17-06-2020 1:44:56 PM

68059
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			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	68059	16259
	Doc Date	17-06-2020	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	31-10-2019	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4030 - Consumables - Fruit packing cover - other - pkts *1 roll approx 6kgs per kg 160/- Rs*	1.00	960.00	0.00	18.00	1,132.80
					Total Order Value . . .	**1,132.80**

Rupees : One Thousand One Hundred Thirty Two and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Already delivered

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penality For Delay Nil

Transportation Cost Transport cost shall be borne 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 furniture covering purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	SILVER OAK VILLAS LLP	Date:	14-06-2020
Site & Phase :	Soham mansion (H.O)	Time:	10:20 AM
Supplier		Req. No.	16259
Material required before date:	Urgent	ID No.	57694

No	Description	Size	Quantity	Units	Inward No	Date
1	WRAPPING COVERS	2' WIDTH	~~03~~ 1	ROLLS		
2	~~2 SIDED TAPES~~	~~STD~~	~~03~~	~~DOZENS~~		
3	68059					
4	B 1808/-					
5						
6						
7						
8						
9						
10						

Remarks : MATERIAL REQUIRED FOR HEAD OFFICE 2ND CHAIRS & FURNITURE COVERING PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	14.06.2020	Sign. & Date	

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

APPROVED BY
17 JUN 2020
SOHAM MODI
MANAGING DIRECTOR