PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/2020	Prepared by:	K. R. Chary
PO/WO no.	67983168201	PO / WO Date.	22/15/6/2020
Supplier Name	Y. Pushpalatha	PO/WO amount	9,063/-
Firm/Company	SOV LLP	Project	SOV ~~&~~ HO.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	163	27/6/2020	7,473/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7,473/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	–	–	80614	☑ 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:	7,473/-
Amount E – PO / WO value:	9,063/-
Amount F – Difference (A – E):	1,590/-

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	13/7/2020
Remarks: short received	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	✓						
Date	6/7/2020.						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN: 36APYPY9568E1ZM
Composite Scheme

TAX INVOICE

Cell : 88978 95924

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist, Hyderabad - 500 049.

M/s. Silver Oak villass. LLP.
Cherlapally - Hyd.

Party's GSTIN

Sl.No. 163

Date 27/06/2020

P.O. No 67983+68201

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	supply of plants & shaded grey		10+12 10 + Bags		7473	00
	67082 4/7/20					
	INWARD WITH TIME: Inward No. 1440 Dt: 29/6/20 MRN No: 80614 Dt: 30/6/20 Received By 80615 Sign: SILVER OAK VILLAS LLP					
	MRN no's: 80614, 80615					
			G.TOTAL		7473	00

Rupess inwords: Seven Thousand four Hundred Seventy Three only.

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 23-06-2020 1:41:15 PM

68201
24.06.20 12:19:10

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			
Y PUSHPALATHA	**Doc No**	68201	155805
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	22-06-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	22-06-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Golden duranta*	250.00	10.00	0.00	6.00	2,650.00
2	6096 - Miscellaneous - Grass - NA - Bags	12.00	450.00	0.00	6.00	5,724.00
					Total Order Value . . .	**8,374.00**

Rupees : Eight Thousand Three Hundred Seventy Four Only.

Part received

I/r Bill No 163 Amount Rs 5,400/-

Balance has to be received Rs 2,974/-

6/7/2020.

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	Within 7 days
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	Extra.
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 *Y PUSHPALATHA*

Name : ____________

Date : __/__/____

Requisition Form

...ny Name:	Silver Oak Villas LLP	Date:	19.06.20
... Phase :	Silver Oak Villas	Time:	12.00
...plier		Req. No.	155805
...aterial required before date:	Urgent	ID No.	57836

No	Description	Size	Quantity	Units	Inward No	Date
1	Golden Durantha		250	nos		
2	Shaded Grass 67201		12	Bags		
3		3' to 5'	100	nos		
4						
5						
6						
7						
8						
9						
10						
11						

Remarks:

Prepared By	Kiran kumar	Approved by	APPROVED BY 23 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	19.06.20	Sign. & Date	

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	25.09.19
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -

Prepared By	K.PURSHOTHAM	Approved by	
Sign.& Date		Sign. & Date	

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

Purchase Order

 15-06-2020 3:39:39 PM

67983
03.06.20 12:48:15

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			
Y PUSHPALATHA	**Doc No**	67983	16250
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	15-06-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	15-06-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Caesalpinia Trees*	10.00	65.00	0.00	6.00	689.00
			Total Order Value . . .			**689.00**

Rupees : Six Hundred Eighty Nine 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	Within 7 days
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	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for plot no.280 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

Name :

Accepted the above Terms And Conditions
For ***Y PUSHPALATHA***

Name :

Date : __/__/____

Requisition Form

Company Name:	SOVLLP		Date:	11.06.2020
Site & Phase :	HO		Time:	16:40
Supplier			Req. No.	16250
Material required before date:		Urgent	ID No.	57640

No	Description	Size	Quantity	Units	Inward No	Date
1	CAESALPINIA TREES	STD	10	NOS		
2	107983					
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED
16 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : FOR PLOT NO -280, SERVANT QUARTER ,ISSUE PO TO Radhakrishna (Garden works)

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	11-06-2020	Sign. & Date	

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