PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/2020	Prepared by:	K. R. Charyulu
PO/WO no.	68249	PO / WO Date.	24/6/2020
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	1,680/-
Firm/Company	SOV LLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1430	26/6/2020	1,680/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,680/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	-	-	80648	☑ 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:				1,680/-
Amount E – PO / WO value:				1,680/-
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	13/7/2020
Remarks:	

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/-

TAX INVOICE

Invoice No. : 1430

Date : 26/06/20

State Code : 36

LEPAKSHI TARPAULIN INDUSTRIES

Lepakshi

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

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : Silver oak villas LLP.	Name :
Address : 5-4-187/384, 2ND Floor, M.G. ROAD, SEC-BAD03	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ADBFS3288A2Z7.	GSTIN/UIN :
P.O. No. & Dt. 68249/155815/- 24/06/20.	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)	6201	Rain Coats	4	400		1600	2.5%	40	2.5%	40		
			TOTAL			1600	+	40	+	40	=	1680/-

INWARD WITH TIME:
Inward No. 14408 Dt: 01/7/20
MRN No: 80648 Dt: 1/7/20
Received By: Sign:
SILVER OAK VILLAS LLP

(Rupees : in words One thousand Six-hundred Eighty only. only

E-way Bill No. 67089 4/7/20

TOTAL INVOICE RS. 1680/-

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

Purchase Order

 24-06-2020 2:36:42 PM

68249
24.06.20 12:19:11

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	**Doc No**	68249	155815
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	24-06-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	22-06-2020	
66486071 9642662732	**SupplyType**	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4052 - Consumables - Raincoats - NA - nos	4.00	400.00	0.00	5.00	1,680.00
					Total Order Value . . .	**1,680.00**

Rupees : One Thousand Six Hundred Eighty 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 QC staff 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:	SOVLLP	Date:	23-06-2020
Site & Phase :	Silver Oak Villas	Time:	11.00
Supplier		Req. No.	155815
Material required before date:	30-06-2020	ID No.	57868

No	Description	Size	Quantity	Units	Inward No	Date
1	Safety Shoes 68250	08	03	Pairs		
2	Safety Shoes	06	01	Pair		
3	Rain Coats 68249		04	Nos		
4						
5						
6						
7						
8						
9						

Remarks: -For Qc Team purpose

Prepared By	G. Mona	Approved by	
Sign.& Date	23-06-2020	Sign. & Date	

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

APPROVED BY
24 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

Company Name:	Silver Oak Villas LLP	Date:	21.02.2020
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						

Remarks: -For Level markings and plastering purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	21.02.2020	Sign. & Date	

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