PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	7-7-20	Prepared by:	T.Bhasker
PO/WO no.	68165	PO / WO Date.	22/6/20
Supplier Name	Lepakshi Temple Ltd	PO/WO amount	1680
Firm/Company	SOU LLP	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1427	26/6/20	1680
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1680

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits :	–
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1680
Amount E – PO / WO value:	1680
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 acceptab~~le 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	11/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	7/7/20						

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 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. : 1427

Date : 26/06/2020

State Code : 36

LEPAKSHI TARPAULIN INDUSTRIES

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)

Name : Silver oak villas LLP
Address : 5-4-187/3 & 4, IIND FLOOR, M.G.ROAD, SEC-BAD-03.
Ph. Cell :
GSTIN/UIN : 36ADBFS3288A2Z7
P.O. No. & Dt. 68165/16263/22/06/20.

Details of Consignee (Shipped to)

Name :
Address :
Ph. Cell :
GSTIN/UIN :
Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST		SGST		IGST	
							Rate	Amount	Rate	Amount	Rate	Amount
1)	6201	Rain Coats –	4	400		1600	2.5%	40	2.5%	40		
			TOTAL			1600 +		40 +		40 =		1680/-

INWARD
Inward No: 254 Dt: 01/07/20
MRN No: Dt:
Received By: Samargit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6199 Date 6/7/20 Sign.

(Rupees : in words One thousand six hundred Eighty only. only

E-way Bill No. 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

1427

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory

Purchase Order

 22-06-2020 1:55:34 PM

68165
20.06.20 3:01:17

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**	68165	16263
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	22-06-2020	
	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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
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 surnaryan, Srinivas, Raju & Darshan electrican 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:	20.06.2020
Site & Phase :	HO	Time:	11:40 am
Supplier		Req. No.	16263
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	RAIN COATS SET	STD	04	NOS		
2	6816r					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks : FOR SURYANARAYANA ENGINEER & SRINIVAS MAINTENANCE STAFF ENGINEER ,elctricians -2nos HO PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	20-06-2020	Sign. & Date	

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

APPROVED BY
20 JUN 2020
SOHAM MODI
MANAGING DIRECTOR