

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/7/2020		Prepared by:		K.R. Charyulu	
PO/WO no.		68653		PO / WO Date.		12/6/2020	
Supplier Name		Venkataramona Stationery And Bindery		PO/WO amount		1,888/-	
Firm/Company		SOV LL &		Project		SOV LL &	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	204	9/7/2020		1,888/-			
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1,888/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81374	☒ 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:						1,888/-	
Amount E – PO / WO value:						1,888/-	
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 / WO?			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☐ No				
Payment – due date			27/7/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accou Mana
Sign:							
Date	24/7/2020						

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 upto 25,000/- and Purchase Direct thereafter. 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali char etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/-

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: venkataramana.bindingworks@gmail.com

To M/S. Silver Oak Villas LT

Order No 68653

Date 9/7/2020

Delivery Challan No

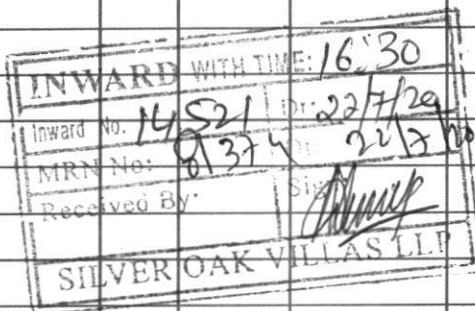
Date

GSTIN 36ADBF3288A2Z7

Bill No. 204

Date

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	fruit Pocklytes		20	80		1600			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									



Rupees.....

Receiver's Signature & Seal



Total

1600

SUB Total

CGST

144

SGST

144

Grand Total

1888

1888

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

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07-07-2020 13:49:18



68653

copy

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

06.07.20 2:23:37

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	68653	155849
Doc Date	17-06-2020	
Quote No	Nil	
Quote Date	31-10-2019	
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	20.00	80.00	0.00	18.00	1,888.00
Total Order Value . . .					1,888.00

Rupees : One Thousand Eight Hundred Eighty Eight 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	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penalty 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

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

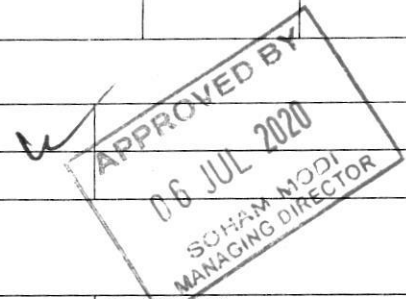
Company Name:	SOVLLP	Date:	03-07-2020
Site & Phase :	Silver Oak Villas	Time:	11.00
Supplier		Req. No.	155849
Material required before date:	urgent	ID No.	58244.

No	Description	Size	Quantity	Units	Inward No	Date
1	Fruit packing cover ✓	Std	20	Nos		
2	Yellow colth	Std	10	Nos		
3	White Colth	Std	10	Nos		
4	Room Freshner	Std	5	Nos		
5						
6						
7						
8						
9						
10						

Remarks: -For site use purpose

Prepared By	G.chandra kanth	Approved by	
Sign.& Date	03.07.20	Sign. & Date	

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



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.