PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/7/20	Prepared by:	SOWMYA
PO/WO no.	68878	PO / WO Date.	16/7/20
Supplier Name	Y. Pushpalatha	PO/WO amount	5,300
Firm/Company	Sovi Ups	Project	Sov Ups.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	173	21/7/20	6,572
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,572.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81356	☑ 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:	6,572
Amount E – PO / WO value:	5,300
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	**1.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	29/7/20						

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/-

GSTIN: 36APYPY9568E1ZM | **TAX INVOICE** | Cell : 88978 95924

Composite Scheme

Y. PUSHPALATHA

GARDEN CONTRACTOR

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

M/s. Silver Oak villas LLp.

Cherlapally.

Party's GSTIN

Sl.No. 173

Date: 21/07/2020

P.O. No. 68878

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of Carpet grass		500 sft		6,572	00
			G.TOTAL		6,572	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67726
Date 23/7
Sign.

INWARD WITH TIME: 12:38
Inward No. 1454 Dt: 22/7/20
MRN No: 81356 Dt: 22/7/20
Received By:
SILVER OAK VILLAS LLP

Rupess inwords: Six Thousand five Hundred Seventy two only.

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 22-07-2020 4:00:42 PM

68878
15.07.20 12:16:58

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 4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc No**	68878	155867
	Doc Date	16-07-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	16-07-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6016 - Miscellaneous - Carpet Grass - NA - sft	500.00	10.00	0.00	6.00	5,300.00
					Total Order Value . . .	**5,300.00**

Rupees : Five Thousand Three Hundred 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	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 V.no.95,88,36,41,25,40,09 work 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:	Silver Oak Villas LLP	Date:	13.07.20
Site & Phase :	Silver Oak Villas	Time:	15.00
Supplier		Req. No.	155867
Material required before date:	16.07.2020	ID No.	58469

No	Description	Size	Quantity	Units	67818	Date
1	Korean Carpet Grass	2X1	500	Sft		
2	68878					
3						
4						
5						
6						
7						
8						
9				W		

Remarks: - For 95,88,36,41,25,40,09 work Purpose.

Prepared By	G. Chandra kanth	Approved by	APPROVED BY 17 JUL 2020 MANAGING DIRECTOR
Sign.& Date	13.07.20	Sign. & Date	

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

Estimate/Draft PO

Page(s) 1 Of 1 16-07-2020 3:18:56 PM Original / Office Copy / Purchase Div.Copy

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 4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc No**	68878	155867
	Doc Date	16-07-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	16-07-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6016 - Miscellaneous - Carpet Grass - NA - sft	500.00	10.00	0.00	6.00	5,300.00
				Total Order Value . . .		**5,300.00**

Rupees : Five Thousand Three Hundred Only.

Terms and Conditions :-

APPROVED BY
17 JUL 2020
SOHAM MODI
MANAGING DIRECTOR

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 V.no.95,88,36,41,25,40,09 work 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 : __/__/____