PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/8/20	Prepared by:	HEMENDRA
PO/WO no.	68452	PO / WO Date.	30/6/20
Supplier Name	Lepakshi Tarpaulin Ltd	PO/WO amount	420
Firm/Company	SOU LLP	Project	SOU IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1476	16/7/20	420
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			420

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			87606	☑ 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:				420
Amount E – PO / WO value:				420
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	**14.8.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	5/8/20						

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

TAX INVOICE

Invoice No.: 1476

Date : 16/07/2020

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

State Code : 36

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : SILVER OAK VILLAS LLP	Name :
Address : M.G. ROAD. SEC BAD-3	Address :
Ph. Cell :	Ph. Cell :
GSTIN/UIN : 36ADBFS3288A2Z7	GSTIN/UIN :
P.O. No. & Dt. 68452 dt 30/06/2020	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	01 No's	400	400	400	2.5%	10	2.5%	10		
			TOTAL			400	(+)	10	(+)	10	=	420

INWARD WITH TIME: 13:00 Dt: 31/7/20
Inward No. 14545
MRN No. 81606 Dt: 30/7/20
Received By: Sign
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 67929
Date 31/7
Sign

(Rupees : in words Rs. 420 only/. only

E-way Bill No.

TOTAL INVOICE RS. 420

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

 30-06-2020 4:36:15 PM

68452
24.06.20 12:19:13

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**	68452	155830
# 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc Date**	30-06-2020	
	Quote No	Nil	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote Date**	30-06-2020	
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	1.00	400.00	0.00	5.00	420.00
					Total Order Value . . .	**420.00**

Rupees : Four Hundred Twenty 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 Anitha use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*

Authorised Signatory

01/07/2020

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

For *Lepakshi Tarpaulin Industries*

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	27-06-2020
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	155830
Material required before date:	02-07-2020	ID No.	58007

No	Description	Size	Quantity	Units	Inward No	Date
1	Executive Bag		01	Nos		
2	Rain coat		01	Nos		
3	68452					
5						
6						
7						
8						
9						
10						
11						

Remarks: Executive bag for Vineela madam & Rain coat for Anitha madam (Sales)

Prepared By	G. Mona	Approved by	
Sign.& Date	27-06-2020	Sign. & Date	

APPROVED BY
27 JUN 2020
SOHAM
MANAGING DIRECTOR

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	
Site & Phase :	Silver Oak Villas	Time:	
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						

	25.09.19	Sign. & Date	

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