PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/08/2020	Prepared by:	T.D. Murthy
PO/WO no.	69392	PO / WO Date.	04/08/2020
Supplier Name	Swastik Commercial Corporation	PO/WO amount	Rs. 1,200/-
Firm/Company	Silver Oak Villas LLP	Project	SOV - IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	249	19/08/2020	Rs. 1,200/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,200/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	249	19/08/2020	82195	☑ 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:	Rs. 1,200/-
Amount E – PO / WO value:	Rs. 1,200/-
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	**29/08/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	28/8/20						

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 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

(ORIGINAL FOR RECIPIENT)

Swastik Commercial Corporation
7-2-626(3561/3) R.P.ROAD
SECUNDERABAD-500003
Ph.No:040-27705974
GSTIN/UIN: 36AEMPJ3074R1ZS
State Name : Telangana, Code : 36
E-Mail : swastikcommercial999@gmail.com

Buyer
Silver Oak Villas Llp
5-4-187/3 & 4, 2nd Floor
M.G.Rd,Secunderabad
GSTIN/UIN : 36ADBFS3288A2Z7
State Name : Telangana, Code : 36

Invoice No **249/2020-21**	Dated **19-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **69392 155907**	Dated **4-Aug-2020**
Despatch Document No	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Cg 48" 1200mm Seawind C/fan**	8414	**1 NOS**	1,016.95	NOS	1,016.95
	CGST Output					91.53
	SGST Output					91.53
	Less *Add Round Off*					(-)0.01
	Total		**1 NOS**			**₹ 1,200.00**

INWARD WITH TIME:
Inward No. 14633 Dt: 28/8/20
MRN No: 82195 Dt: 21/8/20
Received By· Sign:
SILVER OAK VILLAS LLP

E. & O.E

Amount Chargeable (in words)
INR One Thousand Two Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	1,016.95	9%	91.53	9%	91.53	183.06
Total	1,016.95		91.53		91.53	183.06

Tax Amount (in words) : **INR One Hundred Eighty Three and Six paise Only**

Company's Bank Details
Bank Name : Dena Bank Account
A/c No. : 056111024016
Branch & IFS Code : R.P.Road & BKDN0610561

Company's PAN : **AEMPJ3074R**

for Swastik Commercial Corporation

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Authorised Signatory

SWASTIK COMMERCIAL CORPORATION Ph: 27705974 66382674

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD 6845 24/8

This is a Computer Generated Invoice

Purchase Order

 05-08-2020 2:18:44 PM

69392
31.07.20 12:25:05

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			
Swastik Commercial Corporation 3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc No**	69392	155907
	Doc Date	04-08-2020	
	Quote No	Nil	
GSTIN 36AEMPJ3074R1ZS 27707596	**Quote Date**	04-08-2020	
27705974 9848178680	**SupplyType**	Supply	

Kind Attn : Mohanlal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4525 - Electrical - other - Ceiling fan - other - nos *white*	1.00	1,200.00	0.00	0.00	1,200.00
					Total Order Value . . .	**1,200.00**

Rupees : One Thousand Two Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand Sea wind model
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for Store room purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

06/08/2020

Name : ____________

Accepted the above Terms And Conditions
For ***Swastik Commercial Corporation***

Name : ____________

Date : __/__/____

Company Name:	Silver Oak Villas LLP	Date:	27-07-2020
Site & Phase :	SOV	Time:	16.40
Supplier			155907
Material required before date:	05-08-2020	ID No.	58824

No	Description	Size	Quantity	Units	Inward No	Date
1	Wall clocks	standard	02	Nos		
2	Celling fan 6939 ✓	standard	01	Nos		
3						
4						
5						
6.						
7						
8						
9						
10						

Remarks: - For clock office purpose. fan for store rom purpose.

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	27-07-2020	Sign. & Date	

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

APPROVED BY
29 JUL 2020
SOHAM MODI
MANAGING DIRECTOR