PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	1/9/20	Prepared by:	T. Shank
PO/WO no.	69500	PO / WO Date.	10/8/20
Supplier Name	Y. Pushpalatha	PO/WO amount	5406
Firm/Company	SOVLLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1.	195	26/8/20	~~3986~~ 3180
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			~~3986~~ 3180

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

Amount B –Other Credits :	Transport Chgs	1060
Amount C –Other Debits :_		–
Amount D (D=A+B-C) – Amount to be credited to the supplier:		4240
Amount E – PO / WO value:		5406
Amount F – Difference (A – E):		2226

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	5/9/20

Remarks:_ final Bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	1/9/20						

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

Composite Scheme

TAX INVOICE

Cell : 88978 95924

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. 195

Date : 26/08/2020

P.O. No. 69500

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of Carpet grass		300 SFT		4,240	00
			G.TOTAL		4,240	00

INWARD WITH TIME:
Inward No. 1464 Dt: 28/8/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69798
Dt. 31/8
Sign.

Rupess inwords: for Thousand two Hundred forty only. -

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 13-08-2020 1:47:03 PM

69500
06.08.20 2:48:34

...m 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

GSTIN 36APYPY9568E1ZM

8897895924

Doc No	69500	155929
Doc Date	10-08-2020	
Quote No	Nil	
Quote Date	10-08-2020	
SupplyType	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6031 - Miscellaneous - Plants - NA - nos *Tecoma Yellow*	20.00	40.00	0.00	6.00	848.00
2	6031 - Miscellaneous - Plants - NA - nos *Caesalpinia*	~~20.00~~	65.00	0.00	6.00	1,378.00
3	6016 - Miscellaneous - Carpet Grass - NA - sft	300.00	10.00	0.00	6.00	3,180.00
					Total Order Value . . .	**5,406.00**

Rupees : Five Thousand Four Hundred Six 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 Site land scape purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

=> Part bill received of Rs. 2226/- and Bal. bill of Rs. 3180/- to be received

B.no: 191
19/8/20.

uf
27/8/20

For ***Silver Oak Villas LLP***
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For ***Y PUSHPALATHA***

Name : ____________

Date : _/_/___

Requisition Form

Name:	Silver Oak Villas LLP	Date:	07-08-2020
hase :	Silver Oak Villas	Time:	14.00
r		Req. No.	155929
aterial required before date:	14-08-2020	ID No.	58986

No	Description	Size	Quantity	Units	Inward No	Date
1	Tecoma Yellow	medium	20	Nos		
2	Caesalpinia plant	Medium	20	Nos		
3	Carpet Grass 69500		300	sft		
4						
5						
6						
7						
8						
9						

Remarks: -For plantation purpose at site

Prepared By	G. Mona	Approved by	
Sign.& Date	07-08-2020	Sign. & Date	APPROVED BY 07 AUG 2020 SOHAM MODI MANAGING DIRECTOR

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						
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.