PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/10/2020	Prepared by:	MINISH
PO/WO no.	70930	PO / WO Date.	01/10/2020
Supplier Name	Swastik Commercial Corporation	PO/WO amount	13,200/-
Firm/Company	SOV LLP.	Project	SOV Phase- IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	360	03/10/2020	13,200/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges): 13200/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			83615.	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	13,200/-
Amount E – PO / WO value:	13,200/-
Amount F – Difference (A – E): GST-18%	-

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	19/10/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 17 OCT 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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. **360/2020-21**	Dated **3-Oct-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **70930 156004**	Dated **1-Oct-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	**11 NOS**	1,016.95	NOS	**11,186.45**
	CGST Output					**1,006.78**
	SGST Output					**1,006.78**
	Less : *Add Round Off*					**(-)0.01**
	Total		**11 NOS**			**₹ 13,200.00**

E. & O.E

INWARD WITH TIME:
Inward No. 19820 Dt. 5/10/20
MRN No: 83615 Dt. 3/10/2020
Received By: Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69998
Date 5/10
Sign.

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

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	11,186.45	9%	1,006.78	9%	1,006.78	2,013.56
Total	11,186.45		**1,006.78**		**1,006.78**	**2,013.56**

Tax Amount (in words) : **INR Two Thousand Thirteen and Fifty 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

SWASTIK COMMERCIAL CORPORATION Ph: 27705974 66382674

Authorised Signatory

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

This is a Computer Generated Invoice

Purchase Order

 05-10-2020 4:33:36 PM

70930
30.09.20 4:15:44

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. **GSTIN** 36AEMPJ3074R1ZS 27707596 27705974 9848178680	**Doc No**	70930	156004
	Doc Date	01-10-2020	
	Quote No	Nil	
	Quote Date	01-10-2020	
	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*	11.00	1,200.00	0.00	0.00	13,200.00
					Total Order Value . . .	**13,200.00**

Rupees : Thirteen 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 Flat.no.991 A & 991B club house lawn area purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

Name : ______

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

Name : ______

Date : __/__/____

Missing

Requisition Form

Company Name:	SOV LLP	Date:	17-09-2020
Site & Phase :	SOV	Time:	13:00
Supplier		Req. No.	156004
Material required before date:	25.09.2020	ID No.	600 27

No	Description/Brand/Model No.	Warm or White	Wattage	Quantity	Units	Inward No	Date
1	Gate light Fitting with Bulb	Warm	5 watts	20	Nos		
2	False Ceiling Lights(D540527) 70932	Warm	5 watts	10	Nos		
3	Hanging Lights with Bulb 70934	Warm	5 watts	12	Nos		
4	Led light outdoor (D651265)	Warm	12 Watts	03	Nos		
5	Fans big size 70930	White	-	11	Nos		
6	Flood Light(D915065)	Warm	50 watts	05	Nos		
7							
8							
9							
10							

Remarks:For Residential Apt Flat no 991A & 991B & Club House Lawn Area and villa final fitting work Purpose

Prepared By	K.Purshotham	Approved by	
Sign.& Date	17-09-2020	Sign. & Date	APPROVED BY 30 SEP 2020 SOHAM MODI MANAGING DIRECTOR

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