

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 19/10/2020		Prepared by: C. Neha	
PO/WO no. 70578		PO / WO Date. 21/09/2020	
Supplier Name Sni Balaji Enterprises		PO/WO amount 3,835/-	
Firm/Company Silver Oak Villas LLP		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	074	23/09/2020	3835/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3835/-
Sl. No.	DC No	DC. Date	MRN No.
1.	074	23/09/2020	83328
2.			
3.			
Amount B –Other Credits : Transportation charges			590
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			4425/-
Amount E – PO / WO value:			3835/-
Amount F – Difference (A – E): GST-18%			590/-
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		26/10/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		
Date	19/10/2020		

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

**SRI BALAJI ENTERPRISES**

#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF

Invoice No.

74

Dated

23-09-2020

PO / DOC No.

70578

D.C. No.

74

Vehicle No.

TS12UA-6319

Destination

Billing Address :

Silver oak villas LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ADB3288A2Z7

Shipping Address :

Silver oak villas
Sy.no 291, Cherlapally Hyderabad
Rangareddy - 501301
GSTN : 36ADB3288A2Z7

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	4409	BEEDING PALEN		50X12	250	13.00	3250.00
						Cartage	500.00
					250		3750.00



Pre Tax : Rs 3750.00 Tax Rs.: 675.00 Post Tax Rs.: 4425.00 R/o Rs.: Final Rs.: 4425

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
4409	3750	9%	337.5	9%	337.5			675.00
								0
								0
Total	3750		337.5		337.5			675.00

TERMS & CONDITIONS :

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

For **SRI BALAJI ENTERPRISES**

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		18-09-2020	
Site & Phase :		Silver Oak Villas		Time:		13.00	
Supplier				Req. No.		156006	
Material required before date:			Urgent		ID No.		59991

No	Description	Size	Quantity	Units	Inward No	Date
1	Teak wood Beeding	50mmx1/2"	250	rft	-13/-	11.8.20 - Per rft
2						
3						
4						
5						
6						
7						
8						
9						
10						

70578

APPROVED

21 SEP 2020

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - For ClubHouse Banquet Hall tables purpose

Prepared By		G. Mona		Approved by			
Sign.& Date		18-09-2020		Sign. & Date			

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

DELIVERY CHALLAN

**#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF**

74

Dated	23-09-2020
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PO / DOC No.

70578

Vehicle No.

Cont. No.

TS12UA-6319

Silver oak villas LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ADB3288A2Z7

Silver oak villas
Sy.no 291,Cherlapally Hyderabad
Rangareddy - 501301
GSTN : 36ADBFB3288A2Z7

INWARD WITH TIME:	
Inward No. 14775	Date 23/9/20
MRN No: 83328	Date 24/9/20
Received By:	Sign: [Signature]
SILVER OAK VILLAS LLP	

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

For SRI BALAJI ENTERPRISES



Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Purchase Order

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21-09-2020 10:30:07



17.09.20 3:46:38

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			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001 GSTIN 36AEIPJ0494H1ZF 9030605690	Doc No	70578	156006
	Doc Date	21-09-2020	
	Quote No	Nil	
	Quote Date	21-09-2020	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2240 - Carpentry - wood - Teak wood Beading - other - rft 50mm x 1/2"	250.00	13.00	0.00	18.00	3,835.00
Total Order Value . . .					3,835.00

Rupees : Three Thousand Eight Hundred Thirty Five Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne 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 Club House banquet hall tables purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : ____/____/____