PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 28/10/2020 | Prepared by: | NEHA |
| PO/WO no. | 70964 | PO / WO Date. | 05/10/2020 |
| Supplier Name | Reflections Electricals pvt ltd | PO/WO amount | 627/- |
| Firm/Company | Silver Oak Villas LLP | Project | Silver Oak Villas |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1386 | 14/10/2020 | 627/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 627/- |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | ~~84025~~ | □ 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: | | | | 627/- |
| Amount E – PO / WO value: | | | | 627/- |
| 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 | 02/11/2020 |
| Remarks: | |
| | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | [signature] | [signature] | | | | |
| Date | 28/10/2020 | 28/10 | | | | | |

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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

| | | |
|---|---|---|
| **Reflections Electricals Pvt Ltd.**<br>5-4-187/7, M G Road & R P Road Junction<br>Karbala Maidan, M G Road<br>Secunderabad - 500 003, T.S.<br>TELE:27543785 Mb: 970 55 77 77 6<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No.<br>**1386** | Dated<br>**14-Oct-2020** |
| | Delivery Note<br>**432** | Mode/Terms of Payment<br>**Against Delivery** |
| | Supplier's Ref.<br>**1386** | Other Reference(s) |
| Buyer<br>**Silver Oak Villas LLP**<br>5-4-187/3 & 4, II Floor<br>MG Road, Secunderabad 500 003<br>GSTIN/UIN : 36ADBFS3288A2Z7<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Buyer's Order No.<br>**70964/156038** | Dated<br>**5-Oct-2020** |
| | Despatch Document No. | Delivery Note Date<br>**14-Oct-2020** |
| | Despatched through<br>**Your Self** | Destination<br>**Cherlapally** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **BP9718 Plate 18M Venia** | 8538 | 18 % | **4.0000 nos** | 132.90 | nos | **531.60** |
| | ***OUTPUT CGST*** | | | | | | **47.84** |
| | ***OUTPUT SGST*** | | | | | | **47.84** |
| | *Less :* ***Rounding Off*** | | | | | | **(-)0.28** |
| | Total | | | **4.0000 nos** | | | **₹ 627.00** |

INWARD WITH TIME:
Inward No. 14894 Dt. 19/10/20
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 70339
Date 22/10

Amount Chargeable (in words) *E. & O.E*

**INR Six Hundred Twenty Seven Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 8538 | 531.60 | 9% | 47.84 | 9% | 47.84 | 95.68 |
| **Total** | **531.60** | | **47.84** | | **47.84** | **95.68** |

Tax Amount (in words) : **INR Ninety Five and Sixty Eight paise Only**

Company's VAT TIN : **28163593748**
Company's PAN : **AADCR2047Q**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0006032**

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

**for Reflections Electricals Pvt Ltd.**

Authorised Signatory

SUBJECT TO SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

70964
30.09.20 4:15:45

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

Reflections Electricals Pvt. Ltd.,
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003

**GSTIN** 36AADCR2047Q1ZZ 27540307
27543785.. 9849875767

| | | |
|---|---|---|
| **Doc No** | 70964 | 156038 |
| **Doc Date** | 05-10-2020 | |
| **Quote No** | Nil | |
| **Quote Date** | 05-10-2020 | |
| **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4633 - Electrical - other - Modular Plate - other - nos *BP9718S* | 4.00 | 443.00 | 70.00 | 18.00 | 627.29 |
| | | | | | **Total Order Value . . .** | **627.29** |

Rupees : Six Hundred Twenty Seven and Paise Twenty Nine Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of Wipro brand |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Silver Oak Villas Phase - IX<br>Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint<br>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 to reject items not conforming to quality and specifications. Above order for Club house electrical use purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

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

Name : ____________

Accepted the above Terms And Conditions
For ***Reflections Electricals Pvt. Ltd.,***

Name : ____________

Date : __/__/____

| | | | |
|---|---|---|---|
| Company Name: | Silver Oak Villas LLP | Date: | 01-10-2020 |
| Site & Phase : | Silver Oak Villas | Time: | 12.00 |
| Supplier | | Req. No. | 156038 |
| Material required before date: | urgent | ID No. | 60414 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | 18 Model Plates | | 04 | Nos | | |
| 2 | 70964 | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |

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MANAGER PROCUREMENT

Remarks: For Clubhouse electrical work purpose

| | | | |
|---|---|---|---|
| Prepared By | Mona | Approved by | |
| Sign.& Date | 01-10-2020 | Sign. & Date | |

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