

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12.11.20	Prepared by:	T Bhasker				
PO/WO no.	71902	PO / WO Date.	5/11/20				
Supplier Name	Vishal Sharma & Co	PO/WO amount	1416				
Firm/Company	Sov LLP	Project	Sov				
Sl. No.	Bill No.	Bill Date	Bill amount				
1	596	16/11/20	1416				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			1416				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			85250	☒ 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:				1416			
Amount E – PO / WO value:				1416			
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		27/11/20					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	12-11-20						

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. 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

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Silver Oak Villas LLP

Order No 71902 Date 5/11/2020

Delivery Challan No Date

GSTIN 36AD BFS 3288 A227

Bill No. 596-20-21 Date 16/11/2020

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Fruit Packing Cover		15no	80		1200		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD WITH TIME:	
Inward No. 15076	Di. 16/11/20
MRN No: 85250	Di: 17/11/20
Received By:	Sign:
SILVER OAK VILAS LLP	

Rupees.....

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

Total

SUB Total

CGST

SGST

Grand Total

1200

108

108

1416

1416-0

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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05-11-2020 3:52:40 PM



71902

30.10.20 4:46:10

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	71902	156127
Doc Date	05-11-2020	
Quote No	Nil	
Quote Date	05-11-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4030 - Consumables - Fruit packing cover - other - pkts	15.00	80.00	0.00	18.00	1,416.00
Total Order Value . . .					1,416.00

Rupees : One Thousand Four Hundred Sixteen 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** Already delivered**Delivery Location** Silver Oak Villas Part III
Sy .No.11,12,14,15,16,17,18 , 294
Phone. 0**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 electrical switch covering purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Company Name:	Silver Oak Villas LLP	Date:	
Site & Phase :	Silver Oak Villas	Time:	11.00
Supplier:		Req no:	156127
Material required before date:	07-11-2020	ID No.	61311

No	Description	Size	Quantity	Units	Inward No	Date
1	Fruit packing cover		15	Nos		
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: -For Covering Electrical Switches etc for Stage-III purpose

Prepared By	G.Mona	Approved by	
Sign. & Date	05-11-2020	Sign. & Date	

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

