

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		27/11/20		Prepared by:		NEHA.CM																									
PO/WO no.		71798		PO/WO Date.		3/11/20																									
Supplier Name		Shah Decor		PO/WO amount		28,910/-																									
Firm/Company		Silver Oak villas II		Project		SOV 11P																									
Sl. No.		Bill No.		Bill Date		Bill amount																									
1		250		18/11/20		32,379/-																									
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):																															
Sl. No.		DC No		DC. Date		MRN No.																									
1.						32,379/-																									
2.						DC matches MRN																									
3.						85761																									
						Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>																									
						Yes <input type="checkbox"/> No <input type="checkbox"/>																									
						Yes <input type="checkbox"/> No <input type="checkbox"/>																									
Amount B – Other Credits : Transportation charges																															
Amount C – Other Debits :																															
Amount D (D=A+B-C) – Amount to be credited to the supplier:																															
Amount E – PO / WO value:						32,379/-																									
Amount F – Difference (A – E): GST-18%						28,910/-																									
Quantity received as per PO /WO						3469/-																									
Is difference between PO / Bill acceptable?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)																											
Excess / short material received				<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)																											
Close PO / W?O				<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)																											
Advance paid / PDC given (deduct when paying)				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)																											
Payment – due date				<input type="checkbox"/> Yes – Rs. _____ <input checked="" type="checkbox"/> No																											
Remarks: 28/11/20																															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>27/11/20</td> <td>28/11</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	27/11/20	28/11					
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Sign:																															
Date	27/11/20	28/11																													

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/-

# Shah Decors

3rd Floor, 1-10-74/1,  
Begumpet, Hyderabad - 500016  
TIN Number : 36575898133  
GSTIN : 36AEYPS0965A1Z4  
PAN Number: AEYPS0965A

ORIGINAL

Tax Invoice  
# IN2020-0250

Balance Due  
**32,379.00**

## Bill To

### Silver Oak Villas LLP

5-4-187/3 & 4 Second floor M G ROAD Secunderabad -500003  
GSTIN 36ADBFS3288A2Z7

Invoice Date : 18/11/2020

Terms : Due on Receipt

Due Date : 18/11/2020

P.O.# : PO.No.71798/156118,  
03.11.2020

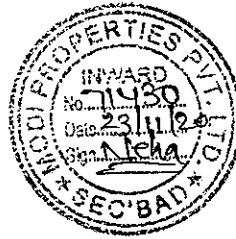
## Ship To

Silver Oak Villas Phase-IX, Sy.No.291,  
Cherallapally Hyderabad next to  
Govt. of India mint

Sales person : RDS

Place Of Supply: Telangana (36)

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	Vinyl Flooring Supply of Vinyl flooring of Blue color - 392 Sft	3918	392.00 Sq. feet	55.00	1,940.40 9%	1,940.40 9%	21,560.00
2	Vinyl Flooring	3918	392.00 Sq. feet	15.00	529.20 9%	529.20 9%	5,880.00
Sub Total							27,440.00
CGST (9%)							2,469.60
SGST (9%)							2,469.60
Rounding							-0.20
<b>Total</b>							<b>32,379.00</b>
<b>Balance Due</b>							<b>32,379.00</b>



Total In Words: **Rupees Thirty-Two  
Thousand Three Hundred  
Seventy-Nine Only**

A/c name - Shah Decors | A/c no. - 043531100000450 | Andhra Bank, Prakash nagar branch | IFSC - ANDB0000435

## Terms & Conditions

1. Payments to be made by A/c payee cheque/D.D favouring M/S Shah Decors
2. Goods once sold will not be taken back / exchanged.
3. Our risk and responsibility ceases once goods are delivered.
4. Interest shall be charged @ 25% PA if the bill is not paid with in 30 days.
5. All disputes are subject to Hyderabad jurisdiction only.



# Purchase Order

Page(s) 1 Of 1

03-Nov-20 12:38:05 PM



71798

30.10.20 4:42:54

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

Shah Decors  
1-10-74/1, 3 rd floor, Begumpet, Hyderabad-500016.

**GSTIN** 36AEYPS0965A1Z4  
66312191

6301194244

<b>Doc No</b>	71798	156118
<b>Doc Date</b>	03-11-2020	
<b>Quote No</b>	NIL	
<b>Quote Date</b>	21-09-2020	
<b>SupplyType</b>	Supply And Installation	

**Kind Attn : Mrs. Rajshree Mehta**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9041 - Tiles - Vinyl Tiles - Other - Sft Blue	350.00	55.00	0.00	18.00	22,715.00
2 9022 - Tiles - Laying - NA - sft	350.00	15.00	0.00	18.00	6,195.00
<b>Total Order Value ...</b>					<b>28,910.00</b>

Rupees : Twenty Eight Thousand Nine Hundred Ten Only.

## Terms and Conditions :-

- Specification / Brand** All items shall be of Endura floor brand, Shade no-end00010815 (Blue), colours, thickness 2 mm.
- Payment Terms** 50% along with PO and bal. after laying of flooring in a satisfactory condition.
- Tax** All taxes included in above price.
- Delivery Date** Within 3 to 5 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
- Penalty For Delay** Nil
- Transportation Cost** Included by us.
- Warranty** 1 year manufacturing warranty
- Advance Paid** Rs.14,455/- advance paid vide cheque no. ...., dtd. ....
- Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Club House Creche purpose.
- Completion Date** Nil
- Measurment** Nil
- Security** Nil
- Remarks** Nil

**APPROVED**  
3 NOV 2020  
P. PRABHAKAR  
Sr. MANAGER PURCHASE

For **Silver Oak Villas LLP**

Authorised Signatory

Name : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Shah Decors**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

# Purchase Order

Page(s) 1 Of 1

03-Nov-20 12:38:05 PM

Original / Office Copy / Purchase Div.Copy

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**

Shah Decors  
1-10-74/1, 3 rd floor, Begumpet, Hyderabad-500016.

**GSTIN** 36AEYPS0965A1Z4

66312191

6301194244

<b>Doc No</b>	71798	156118
<b>Doc Date</b>	03-11-2020	
<b>Quote No</b>	NIL	
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**Delivery Date** Within 3 to 5 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

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**Transportation Cost** Included by us.

**Warranty** 1 year manufacturing warranty

**Advance Paid** Rs.14,455/- advance paid vide cheque no. ...., dtd. ....

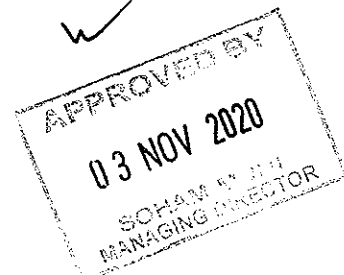
**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Club House Creche purpose.

**Completion Date** Nil

**Measurement** Nil

**Security** Nil

**Remarks** Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shah Decors**

Name : \_\_\_\_\_


Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

Contact :-

### Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		02-11-2020	
Site & Phase :		Silver Oak Villas		Time:		11.00	
Supplier				Req. No.		156118	
Material required before date:		04-11-2020		ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1	(Marmorette)Linoleum Flooring		350	Sft			
2	Milky Blue(125-124)						
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: -For Club House 2 floor Creche flooring work purpose.							
Prepared By		G.Mona		Approved by			
Sign.& Date		02-11-2020		Sign. & Date			


  
**APPROVED BY**  
**03 NOV 2020**  
PROJECT MANAGER  
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:		27-08-2020	
Site & Phase :		Silver Oak Villas		Time:		11.00	
No	Description	Size	Quantity	Units	Inward No	Date	
2							
3							
4							
5							
6							
7							
8							
9							
Sign.& Date		27-08-2020		Sign. & Date			

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