

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 07/12/2020		Prepared by: Prabhakar	
PO/WO no. 72511		PO / WO Date. 27/11/2020	
Supplier Name Smt. Balaji Enterprises		PO/WO amount 3115.21-	
Firm/Company Sov LLP		Project Sov	
Sl. No.	Bill No.	Bill Date	Bill amount
1	125	30/11/2020	42951-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			42951-
Sl. No.	DC .No	DC. Date	MRN No. DC matches MRN
1.	125	30/11/2020	85861 ☐ 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:			42951-
Amount E – PO / WO value:			3115.21-
Amount F – Difference (A – E): GST-18%			11791-
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		11/12/2020	
Remarks: Excess delivered as per packing Can be considered			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	07/12/2020	2/12/20	

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

**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.

125

Dated

30-11-2020

PO / DOC No.

72511

D.C. No.

125

Vehicle No.

TS12UA-4994

Destination

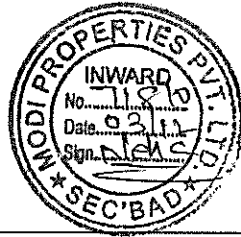
Billing Address :

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	8302	L- PATI		1"x1"	340	2.25	765.00
2	8302	SS SCREWS	250X2PKT	75X6MM	5	250.00	1250.00
3	8302	SS SCREWS	1000X1PK	25X6MM	10	100.00	1000.00
4	8302	SS SCREWS	500X1PKT	38X6	5	125.00	625.00
					360		3640.00



Cartage

Pre Tax : Rs 3640.00 Tax Rs.: 655.20 Post Tax Rs.: 4295.20 R/o Rs.: -0.20 Final Rs.: 4295

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
8302	3640	9%	327.6	9%	327.6			655.20
								0
								0
Total	3640		327.6		327.6		1	655.20

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.

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

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

For SRI BALAJI ENTERPRISES



DELIVERY CHALLAN

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

125

Dated 30-11-2020

72511

Cont. No.

TS12UA-4990

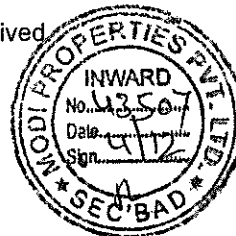
SSLP

Silver oak villas LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36ADBFB3288A2Z7

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

[illegible]

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

Page(s) 1 Of 1

27-11-2020 3:33:47 PM

Original



72511

25.11.20 1:07:27

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	72511	156199
Doc Date	27-11-2020	
Quote No	Nil	
Quote Date	16-12-2019	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9598 - Tools - Bracket - NA - Nos 1" x 1"	340.00	2.25	0.00	18.00	902.70
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 75 x 5mm 100 Per Pkt	3.00	250.00	0.00	18.00	885.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 25 x 6mm- 100 Per Pkt	5.00	100.00	0.00	18.00	590.00
4 2156 - Carpentry - hardware - S.S. Screws - other - pkts 35 x 6 mm - 100 Per Pkt	5.00	125.00	0.00	18.00	737.50
Total Order Value . . .					3,115.20

Rupees : Three Thousand One Hundred Fifteen and Paise Twenty 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	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 WPC Doors section fixing and assembling purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name :

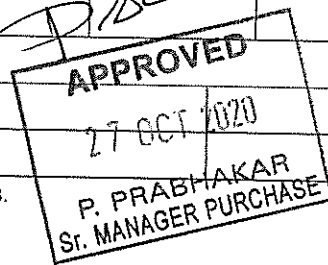
Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		27-11-2020	
Site & Phase :		Silver Oak Villas		Time:		10.00	
Supplier				Req. No.		156199	
Material required before date:		29-11-2020		ID No.		61872	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Bracket	1"x1"	340	nos			
2	SS Screws	75x5mm	3	Packets			
3	SS Screws	25x6mm	5	Packets			
4	SS Screws	35x6mm	5	Packets			
5							
6							
7							
8							
9							
10							
Remarks: -For Door frames fixing work purpose at site							
Prepared By		G.Mona		Approved by			
Sign.& Date		27-11-2020		Sign. & Date			

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



Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:		19-11-2020		ID No.			
No	Description	Size	Quantity				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign.& Date				Sign. & Date			

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