

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|--------------------|---|---------------------|
| Date: 18/01/2021 | | Prepared by: NEHA | |
| PO/WO no. 73441 | | PO / WO Date. 31/12/2020 | |
| Supplier Name: Soaster Commercial | | PO/WO amount: 4519/- | |
| Firm/Company: Gov Up | | Project: Gov | |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 611 | 12/01/2021 | 4519/- |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 4519/- |
| Sl. No. | DC.No | DC. Date | MRN No. |
| 1. | | | 87474 |
| 2. | | | |
| 3. | | | |
| Amount B –Other Credits : Transportation charges | | | |
| Amount C –Other Debits : | | | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | | | 4519/- |
| Amount E – PO / WO value: | | | 4519/- |
| Amount F – Difference (A – E): GST-18% | | | |
| Quantity received as per PO /WO | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) | |
| Is difference between PO / Bill acceptable? | | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explained below) | |
| Excess / short material received | | <input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below) | |
| Close PO / W?O | | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below) | |
| Advance paid / PDC given (deduct when paying) | | <input type="checkbox"/> Yes – Rs. /- <input checked="" type="checkbox"/> No | |
| Payment – due date | | 23/01/2021 | |
| Remarks: | | | |
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager |
| Sign: | <i>[Signature]</i> | <i>[Signature]</i> | <i>[Signature]</i> |
| Date: | 18/01/2021 | 18/01/2021 | 19 JAN 2021 |
| | | MINISH PARIKH MANAGER, PROCUREMENT | |

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

(ORIGINAL FOR RECIPIENT)

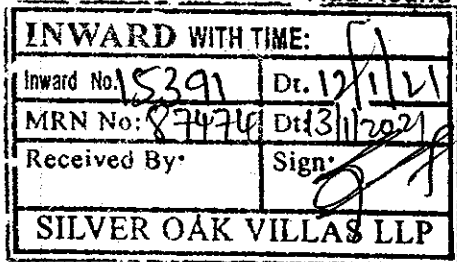
Swastik Commercial Corporation
 7-2-626(3561/3) R.P.ROAD
 SECUNDERABAD-500003
 Ph.No:040-27705974
 GSTIN/UIN: 36AEMPJ3074R1ZS
 State Name : Telangana, Code : 36
 E-Mail : swastikcommercial999@gmail.com
 Buyer

Silver Oak Villas Llp
 5-4-187/3 & 4, 2nd Floor
 M.G.Rd,Secunderabad
 GSTIN/UIN : 36ADBFS3288A2Z7
 State Name : Telangana, Code : 36

Invoice No. **611/2020-21** Dated **12-Jan-2021**
 Delivery Note Mode/Terms of Payment
 Supplier's Ref. Other Reference(s)
 Buyer's Order No. **73441 156263** Dated **31-Dec-2020**
 Despatch Document No. Delivery Note Date
 Despatched through Destination
 Terms of Delivery

| Sl No. | Description of Goods | HSN/SAC | Quantity | Rate per | Amount |
|--------|--|---------|----------|--------------|----------|
| 1 | Crompton 400mm 16" Hi Flow Wave Pedestan Fan | 8414 | 2 NOS | 1,915.00 NOS | 3,830.00 |

Less : CGST Output 344.70
 SGST Output 344.70
 Add Round Off (-)0.40

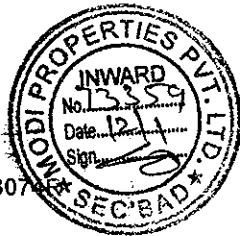


Total 2 NOS ₹ 4,519.00
 E. & O.E

Amount Chargeable (in words)
INR Four Thousand Five Hundred Nineteen Only

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|--------------|-----------------|------------------|--------------------|----------------|------------------|------------------|
| 8414 | 3,830.00 | 9% | 344.70 | 9% | 344.70 | 689.40 |
| Total | 3,830.00 | | 344.70 | | 344.70 | 689.40 |

Tax Amount (in words) : **INR Six Hundred Eighty Nine and Forty paise Only**



Company's PAN : AEMPJ3074R1ZS

Company's Bank Details
 Bank Name : Yes Bank
 A/c No. : 041363300000992
 Branch & IFS Code : R.P.Road & YESB0000413
 for Swastik Commercial Corporation

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



This is a Computer Generated Invoice
 Toll Free Service
 Crompton 1 004190505
 Usha 1 001033111
 Havells 18001031313
 AO Smith 18001032468

Purchase Order



73441

31.12.20 3:26:34

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

Swastik Commercial Corporation
3561/3, (7-2-626), R.P.Road, Secunderabad.

GSTIN 36AEMPJ3074R1ZS 27707596
27705974 9848178680

| | | |
|-------------------|------------|--------|
| Doc No | 73441 | 156263 |
| Doc Date | 31-12-2020 | |
| Quote No | Nil | |
| Quote Date | 30-07-2020 | |
| SupplyType | Supply | |

Kind Attn : Mohanlal

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | GST | Amount | |
|--|------|----------|------|-------|--------------------------------|-----------------|
| 1 4766 - Electrical - other - Pedestral Fan - others - nos | 2.00 | 1,915.00 | 0.00 | 18.00 | 4,519.40 | |
| Rupees : Four Thousand Five Hundred Nineteen and Paise Fourty Only. | | | | | Total Order Value . . . | 4,519.40 |

Terms and Conditions :-

- Specification / Brand** All items shall be of 'CG' brand, High FloLG 16" model
- 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** 1yr
- Advance Paid** Nil
- Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above orderfor Gym and yogaroom purpose
- Completion Date** Nil
- Measurment** Nil
- Security** Nil
- Remarks**

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For **Swastik Commercial Corporation**

Name : _____

Date : ___/___/___

Requisition Form

| Company Name: | | Silver Oak Villas LLP | Date: | 26-12-2020 | | |
|---|--------------|-----------------------|--------------|------------|-----------|------|
| Site & Phase : | | Silver Oak Villas | Time: | 14.00 | | |
| Supplier | | | Req. No. | 156263 | | |
| Material required before date: | | 05-01-2021 | ID No. | 62607 | | |
| No | Description | Size | Quantity | Units | Inward No | Date |
| 1 | Pedestal Fan | STD | 02 | Nos | | |
| 2 | Music System | - | 01 | Nos | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| Remarks: -For Gym and Yoga Room Purpose.. | | | | | | |
| Prepared By | | K. Purshotham | Approved by | | | |
| Sign. & Date | | 26-12-2020 | Sign. & Date | | 29/12 | |

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

Handwritten notes:
 73000
 white lamp
 20k budget
 available at Baig element
 29/12