PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12-02-2021	Prepared by:	PRABHAKAR.P
PO/WO no.	74220	PO / WO Date.	29-1-21
Supplier Name	SHIV SHAKTI MACHINE TOOLS HARDWARE AND ELECTRICALS	PO/WO amount	737-50
Firm/Company	Silver Oak Villas LLP	Project	Phase IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	2020-21/4025/SS	2-2-21	738-00
2			
3			
Amount A – Bills total(Excluding Transport & Hamali Charges):			738-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88247	☑ 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:	738-00
Amount E – PO / WO value:	737-50
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	**15-02-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 12 FEB 2021				
Date		12/2/21	...ISH PARIKH				

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

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/4025/SS**	Dated **2-Feb-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **4025**	Other Reference(s)
Buyer **Silver Oak Villas LLP** 5-4-187/3&4, IInd Floor, M.G Road, Secunderbad GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36	Buyer's Order No. **74220-156344**	Dated **29-Jan-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Cut Off Wheel 4"(B)**	68042390	**25 pc**	25.00	pc		**625.00**
	CGST						**56.25**
	SGST						**56.25**
	R/O						**0.50**
	Total		**25 pc**				**₹ 738.00**

INWARD WITH TIME:
Inward No. 15591 Dt. 3/2/21
MRN No 88247 Dt: 3/2/21
Received By: Jeevan Sign: 3/2/21
SILVER OAK VILLAS LLP

Amount Chargeable (in words)

INR Seven Hundred Thirty Eight Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
68042390	625.00	9%	56.25	9%	56.25	112.50
Total	**625.00**		**56.25**		**56.25**	**112.50**

Tax Amount (in words) : **INR One Hundred Twelve and Fifty paise Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD. ★SEC'BAD★
INWARD
No: 7419
Date: 9/2/21
Sign: [illegible]

Page(s) 1 Of 1 30-01-2021 1:40:21 PM

Purchase Order

74220
29.01.21 12:31:48

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			
Shiv Shakti Machine Tools Hardware & Electricals 2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc No**	74220	156344
	Doc Date	29-01-2021	
GSTIN 36ADQFS9120G1ZQ	**Quote No**	Nil	
8121002491 8374457644	**Quote Date**	29-01-2021	
	SupplyType	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9550 - Tools - Machine Blade - other - nos *4" Rod cutting blade*	25.00	25.00	0.00	18.00	737.50
					Total Order Value . . .	**737.50**

Rupees : Seven Hundred Thirty Seven and Paise Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of the Bill
Tax	Included in the above price
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
Penality For Delay	NIL
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	We resreve the right to reject the item not confirming to the specifications . This Order is for club house Use purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

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

Name : 30/01/2021

Accepted the above Terms And Conditions
For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	27-01-21
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156344
Material required before date:	30-01-2021	ID No.	63412

No	Description	Size	Quantity	Units	Inward No	Date
1	Fan Clamps 74231		25	Nos		
2	Cutting blades 74220	04"	24	Nos		

Remarks: For Club House fans fixing purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	27-01-2021	Sign. & Date	

APPROVED
29 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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