PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/2/21.	Prepared by:	D.SOWMYA
PO/WO no.	74272	PO / WO Date.	30/1/21
Supplier Name	S.K Enterprises	PO/WO amount	1,600
Firm/Company	Sov Up	Project	Sov Up.
Sl. No.	Bill No.	Bill Date	Bill amount
1	874	2/2/21.	1,600
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,600.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			88253	☑ 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:	1,600
Amount E – PO / WO value:	1,600
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	**20.2.2021**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]	27 FEB 2021				
Date	13/2/21	22/2					

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/-

G.S.T. INVOICE

Ph : 040-48544485

S.K. ENTERPRISES

Authorised Sales & Service Dealers of **EXIDE BATTERIES**
5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad-3.
Phones : Off : 27543100, Cell : 9848996678

EXIDE

Name: Silver Oak Villas LLP
Address: IInd floor; 5-4-187/3&4; M.G.Road
Secbad. Date 30/1/2021 P.O No. 74272 156338

G.S.TIN No. 36ADBFS3288A2Z7 Phone No

~~CASH~~ / CREDIT INVOICE No. 871 Date: 02/02/2021 D.C. No. Date :

Vehicle No. / Bty. Serial No.

Sl.No.	PARTICULARS	Quantity	RATE Per Each	AMOUNT Rs.	Ps.
	Exide SMF Batteries CS7-12 (12V)	Two	625/-	1250	00
	S.No: 4WLC39455 / 52				
				1250	00
			SGST 14 %	175	00
			CGST 14%	175	00
			TOTAL	1600	00
	H.S.N. Code : ~~85071000~~, 85072000, ~~85044010~~				
	Rupees :		Amount	1600	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 1196
Date: 09/02
Sign: [illegible]

INWARD
Inward No. 15497 Dt. 03/2/21
GRN No: 88253 Dt: 3/2/21
Received By: Sowran Sign: 03/2/21
SILVER OAK VILLAS LLP

S.K. ENTERPRISES : Andhra Bank , Rajbhavan Road Branch
A/c No : 049013046000382, IFSC Code : UBIN0804908
E-mail : skenterprises_secbad@yahoo.co.in

GSTIN : 36AANFS7053A1Z7
TIN No. : 36320256393

Jaweed.

For **S.K. ENTERPRISES**
S. Naidu.

9.madi 7337528678

Customer Signature

Purchase Order

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74272
29.01.21 12:31:49

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

S.K. Enterprises
5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad -3

GSTIN -
2754-3100
2754-2144
9848996676

Doc No	74272	156338
Doc Date	30-01-2021	
Quote No	Nil	
Quote Date	30-01-2021	
SupplyType	Supply	

Kind Attn : Mr. Narsimha / Ugender

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	5121 - Equipment - other - Battery - industrial - other - nos *12V - 7AH*	2.00	800.00	0.00	0.00	1,600.00
					Total Order Value . . .	**1,600.00**

Rupees : One Thousand Six Hundred Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 'Exide' brand. model no. EP7-12.
Payment Terms	Againsst Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 2days
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 Cost	Included in the above price.
Warranty	1 year
Advance Paid	Rs. 1,600/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Club House fire safety work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Nil

For *Silver Oak Villas LLP*
Authorised Signatory

Name : 30/01/2021

Accepted the above Terms And Conditions
For ***S.K. Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	25-01-2021
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156338
Material required before date:	27-01-2021	ID No.	63374

No	Description	Size	Quantity	Units	Inward No	Date
1	Fire Extinguishers- DCP- ABC Multipurpose	5 kg	05	Nos		
2	Fire Extinguishers- CO2- store pressure (ISI15683)	09 litres	05	Nos		
3	Fire Bucket with Stand		05	Nos		
4	Fire Alarm System - 6 Zone		01	Nos		
5	Manual Call Points		05	Nos		
6	Hooters		05	Nos		
7	3/20 Aluminium Service wire	90 meters	01	Bundle		
8	PVC Pipe	01"	50	Nos		
9	PVC Junction Box	01"	30	Nos		
10	PVC Bends 74272	01"	30	Nos		
11	Battery small	12 volts	02	Nos		
12	Multi standard wires (FRLS)- Red color	1.5 sqmm	04	Nos		
13	Multi standard wires (FRLS)- Black color	1.5 sqmm	04	Nos		
14	Multi standard wires (FRLS)- Yellow color	1.5 sqmm	02	Nos		
15	Multi standard wires (FRLS)- Blue color	1.5 sqmm	02	Nos		
16	PVC Clamps (China clamps-2 pin)	01"	200	Nos		
17	4 core Armor cable	6sqmm	70	rft		
18	Booster Pump Control Panel - KIRLOSKAR	12.5 HP	01	Nos		

Remarks: -For Clubhouse fire safety installation purpose

Prepared By	G. Mona	Approved by	
Sign.& Date	25-01-2021	Sign. & Date	APPROVED BY MANAGING DIRECTOR 28 JAN 2021

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