PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/4/21	Prepared by:	MOUNIKA
PO/WO no.	75952	PO / WO Date.	27/3/21
Supplier Name	G.Krishna murthy & Sons	PO/WO amount	450/-
Firm/Company	Sov llp	Project	Sov
Sl. No	Bill No.	Bill Date	Bill amount
1	003	5/4/21	450/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			450/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			91002	☐ 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:	450/-
Amount E – PO / WO value:	450/-
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	19/4/21

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	14/4/21	14/4					

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/-

GSTIN : 36ACPPG6253J1Z9
Under Composition Scheme

BILL OF SUPPLY

Ph : 66338850
27810914

G. KRISHNA MURTHY & SONS

Dealers in : Detergents, Disinfectant, House Keeping Materials, General Goods & waxes

3-4-448, General Bazar, Secunderabad -3.

No. 003

Date: 5/4/2021

M/s Silver Oak Villas LLP. 25952/156424.

Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
10	Tissue Papers.	45/-	450.	00
		TOTAL	450.	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 76316
Date 8/4/21
Sign.

INWARD WITH TIME: 17:00
Inward No 15693
Dt: 6/4/21
MRN No: 91002
Dt: 7/4/2021
Received By:
Sign
SILVER OAK VILLAS LLP

Goods once sold will not be taken back or exchanged.

450/-

Signature

Purchase Order

27-03-2021 12:03:02 PM

Oı 75952

24.03.21 11:13:31

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			
G. Krishna Murthy & Sons	**Doc No**	75952	156424
# 3-4-448, General Bazar, Secunderabad -3.	**Doc Date**	27-03-2021	
	Quote No	Nil	
GSTIN 36ACPPG6253J1Z9	**Quote Date**	18-01-2021	
040-66338850/27810914 9849049544	**SupplyType**	Supply	

Kind Attn : Mr. Raja Shekar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6201 - Miscellaneous - Tissue paper - NA - Box *M Fold paper*	10.00	45.00	0.00	0.00	450.00
					Total Order Value . . .	**450.00**

Rupees : Four Hundred Fifty Only.

Terms and Conditions :-

Specification /	All Items shall be of 1st qlty.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in 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 reserve the right to reject items not conforming to quality and specifications. Above order for site ofice & pantry cleaning purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***G. Krishna Murthy & Sons***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	26-03-2021
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156424
Material required before date:	28-03-2021	ID No.	64985

No	Description	Size	Quantity	Units	Inward No	Date
1	Coconut brooms		20	Nos		
2	Boombay brooms	Big	20	Nos		
3	Roller Tissues — 75952		10	Nos		
4	Plastic Gampa		12	Nos		
5	GI buckets 75957		06	Nos		
6	Sponges 75933		50	Nos		
7	Araldite		06	Nos		
8	Bombay brooms	small	24	nos		
10						

Remarks: -For Site Roads Cleaning and office use purpose and tissues for CH & Office Washrooms

Prepared By	G. Mona	Approved by	
Sign.& Date	26-03-2021	Sign. & Date	

APPROVED 27 MAR 2021

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

Company Name:	Silver Oak Villas LLP	Date:	21.02.2020
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: -For Level markings and plastering purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	21.02.2020	Sign. & Date	

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