PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 28/07/21 | Prepared by: | Sridevi |
| PO/WO no. | 78765 | PO / WO Date. | 19/7/21 |
| Supplier Name | Santhosh Tarpaulin | PO/WO amount | 2,940/- |
| Firm/Company | SOV LLP | Project | SOV. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 36 | 20/07/21 | 2,940/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,940/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | | □ 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: | 2,940/- |
| Amount E – PO / WO value: | 2,940/- |
| 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 | 02/08/21 |
| Remarks: | — |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sri | [signature] | | | | | |
| Date | 28/07/21 | 28/7/21 | | | | | |

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 | |
|---|---|
| **SANTHOSH TARPAULIN**<br># 2-9-39/7/3, Forzenguda,<br>Suryanagar, Old Alwal,<br>Medchal, Malkajgiri District – 500 010.<br>Telangana State | **GSTIN :36ATWPA1307P1ZC**<br>Email id: santhoshtarp@gmail.com<br>Cell: 9642662732<br>Bank Account : AXIS BANK<br>Acc.No.919020039284737<br>IFSC CODE :UTIB0001378 |
| To SILLVER OAK VILLAS LLP<br>5-4-187/3&4 IInd floor MG ROAD<br>SECUNDERABAD 500003<br>**GSTIN No. 36ADBFS3288A2Z7** | Invoice No: **36**<br>Invoice Date: 20/07/2021<br>P.O.No.78765/156516<br>P.O.Date: 19.07.2021 |

| Sl. No. | Descriptions | Code SAC HSN | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | RAIN COATS | 6201 | NOS 7 | @400/- | 2,800.00 |

| | | |
|---|---|---|
| **Rupees in words TWO thousand NINE HUNDERD FOURTY only** | **Total ::** | **2,800.00** |
| | **CGST @ 2.5 % ::** | **70.00** |
| | **SGST @ 2.5 % ::** | **70.00** |
| | **IGST 18% ::** | |
| | **adjest ::** | |
| | **Grand Total ::** | **2,940.00** |

Receiver Signature & Seal

**For SANTHOSH TARPAULIN**

**Authorized Signatory**

INWARD WITH TIME:
Inward No 1597 Dt 23/7/21
MRN No: 9427 Dt 23/7/21
Received By: Sign
SILVER OAK VILLAS LLP

SUMMIT SALES LLP
IN WARD
No: 82718
Date: 26/7
Sign:
R.R. DIST.

# Purchase Order

78765
16.07.21 4:14:06

 19-07-2021 14:56:48

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** | | | |
|---|---|---|---|
| Santosh Tarpaulin | **Doc No** | 78765 | 156516 |
| 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 | **Doc Date** | 19-07-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ATWPA1307P1ZC | **Quote Date** | 16-07-2021 | |
| 9642662732 | **SupplyType** | Supply | |

**Kind Attn : Santosh Kumar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4052 - Consumables - Raincoats - NA - nos<br>*XXL-3 nos XL 4 nos* | 7.00 | 400.00 | 0.00 | 5.00 | 2,940.00 |
| | | | | | **Total Order Value . . .** | **2,940.00** |

Rupees : Two Thousand Nine Hundred Fourty 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

**Penality 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 site eng use purpose

**Completion Date** Nil

**Measurment** Nil

**Security** Nil

**Remarks**

For *Silver Oak Villas LLP*
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For *Santosh Tarpaulin*

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Comp  y Name: | SILVER OAK VILLAS LLP | Date: | 15-07-21 |
| Site & Phase : | SILVER OAK VILLAS | Time: | 12.00 |
| Supplier | | Req. No. | 156516 |
| Material required before date: | 20-07-21 | ID No. | 67603 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Rain coats | XXL | 03 | Nos | | |
| 2 | Rain coats | XL | 04 | Nos | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

78765

Remarks: - For meenakshi,aishwarya,anitha,vinila&chandrakanth&kiran,purshthom sir

| | | | |
|---|---|---|---|
| Prepared By | B.Meenakshi | Approved by | |
| Sign.& Date | 15-07-21 | Sign. & Date | |

APPROVED BY
17 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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

FOR MDS APPROVAL
- High Value ... beyond limits.
- Po/... post approval.
- Approval ... technical details/clarification.
- ... SOLLP stock.