PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/07/21	Prepared by:	Sridevi
PO/WO no.	78857	PO / WO Date.	21/07/21
Supplier Name	Sri Balaji enterprises	PO/WO amount	6,343/-
Firm/Company	SOV LLP	Project	SOV
Sl. No.	Bill No.	Bill Date	Bill amount
1	56	22/7/21	6,343/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			6,343/-

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:	6,343/-
Amount E – PO / WO value:	6,343/-
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	28/7/21	28/7					

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

SRI BALAJI ENTERPRISES
14-1-418, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana

Invoice No. **56**	Date **22-07-2021**
Place of supply **36-Telangana**	PO date **21-07-2021**
PO number **78857**	Vehicle Number **TS12UC8002**

Bill To

SILVER OAK VILLAS LLP

5-4-187/3&4, IInd Floor,
MG Road, Secunderabad - 03

GSTIN Number: 36ADBFS3288A2Z7

State: 36-Telangana

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	SS SCREWS 32X8MM (100 PER PKT)		15	BOX	₹ 145.00	₹ 391.50 (18%)	₹ 2,566.50
2	SCREWS 100X8MM (100 PER PKT)		10	PKT	₹ 320.00	₹ 576.00 (18%)	₹ 3,776.00
	Total		**25**			**₹ 967.50**	**₹ 6,342.50**

Invoice Amount In Words

Six Thousand Three Hundred Forty Three Rupees only

Amounts:

Sub Total	₹ 6,342.50
Round off	₹ 0.50
Total	**₹ 6,343.00**
Received	₹ 0.00
Balance	₹ 6,343.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 5,375.00	9%	₹ 483.75	9%	₹ 483.75	₹ 967.50
Total	**₹ 5,375.00**		**₹ 483.75**		**₹ 483.75**	**₹ 967.50**

Terms and conditions:

Thanks for doing business with us!

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD with Date:
Invoice No 1230 Dt 27/7/21
GRN No:
Received By: Sign
SILVER OAK VILLAS LLP

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 82722
Date: 26/7
Sign:

Purchase Order

78857
16.07.21 4:16:36

 21-07-2021 1:42:20 PM

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			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc No**	78857	183616
	Doc Date	21-07-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	21-07-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts *32 x 8 star screw*	15.00	145.00	0.00	18.00	2,566.50
2	2156 - Carpentry - hardware - S.S. Screws - other - pkts *100 x 10 100 pkt*	10.00	320.00	0.00	18.00	3,776.00
					Total Order Value . . .	**6,342.50**

Rupees : Six Thousand Three Hundred Fourty Two and Paise Fifty Only.

Terms and Conditions :-

Specification /	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 Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 WPC Doors section Fixing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 22/07/2021

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ______________________

Date : __/__/____

-1494 .

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	20-07-2021
Site & Phase :	Silver Oak Villas	Time:	13.00
Supplier		Req. No.	183616
Material required before date:	25-07-2021	ID No.	67723

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Star Screws	32X8mm	1500	NOS		
2	SS Screws	100X8mm	1000	Nos		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For frames fixing work purpose

APPROVED
22 JUL 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	20-07-2021	Sign. & Date	

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