PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/7/21	Prepared by:	Sridevi
PO/WO no.	78831	PO / WO Date.	20/7/21
Supplier Name	Santhosh Tarpaulin	PO/WO amount	3,360/-
Firm/Company	Silver oak villas LLP	Project	Silver oak villas
Sl. No.	Bill No.	Bill Date	Bill amount
1	42	20/7/21	3,360/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,360/-

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:	3,360/-
Amount E – PO / WO value:	3,360/-
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 b~~elow)
Excess / short material received	~~□ Approved – within acceptab~~le 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:	[signature]	[signature]					
Date	28/7/21	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

2-9-39/7/3, Forzenguda,
Suryanagar, Old Alwal,
Medchal, Malkajgiri District – 500 010.
Telangana State

GSTIN :36ATWPA1307P1ZC
Email id: santhoshtarp@gmail.com
Cell: 9642662732
Bank Account : AXIS BANK
Acc.No.919020039284737
IFSC CODE :UTIB0001378

To SILLVER OAK VILLAS LLP
5-4-187/3&4 IInd floor MG ROAD
SECUNDERABAD 500003
GSTIN No. 36ADBFS3288A2Z7

Invoice No: **42**
Invoice Date: 20/07/2021
P.O.No.78831/156520
P.O.Date: 20.07.2021

Sl. No.	Descriptions	Code SAC HSN	Qty	Rate	Amount Rs. Ps.
1	RAIN COATS	6201	NOS 8	@400/-	3,200

Rupees in words THREE THOUSAND THREE HUNDERD SIXTY only

Total ::	**3,200.00**
CGST @ 2.5 % ::	**80.00**
SGST @ 2.5 % ::	**80.00**
IGST 18% ::	
adjust ::	
Grand Total ::	**3,360.00**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD WITH TIME:
Inward No 15916 Dt 23/8/21
MRN No: 94277 Dt 23/8/21
Received By: Sign
SILVER OAK VILLAS LLP

SUMMIT SALES LLP
IN WARD
No: 8277
Date: 26/7
Sign:
R.R. DIST.

Purchase Order

 20-07-2021 4:40:38 PM

78831
16.07.21 4:16:35

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**	78831	156520
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	20-07-2021	
	Quote No	Nil	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	20-07-2021	
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 *XL -7 nos XXL -1*	8.00	400.00	0.00	5.00	3,360.00
				Total Order Value . . .		**3,360.00**

Rupees : Three Thousand Three Hundred Sixty 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 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 eng use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 22/07/2021

Name : ____________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	17-07-2021
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156520
Material required before date:	19-07-2021	ID No.	67642

No	Description	Size	Quantity	Units	Inward No	Date
1	Rain Coat(Madhu babu Driver,Praveen audit,Balakrishna,Sanjeev,Rohit,murali)	XL	5	Nos		
2	Rain Coat(Promotion Prasad)	XXL	1	Nos		
3	Rain Coat(Sandeep,Manip Security)	XL	2	Nos		
4	78831					
5						
6						
7						
8						
9						
10						

For MDs APPROVAL
- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SOLLP stock
- ☑ Other

Remarks: -For site use purpose

Prepared By	G.chandra kanth	Approved by	
Sign.& Date	17-07-2021	Sign. & Date	

APPROVED BY
19 JUL 2021
SOHAM MODI
MANAGING DIRECTOR

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