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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/9/21	Prepared by:	Sneha
PO/WO no.	80268	PO / WO Date.	3/9/21
Supplier Name	Naveen metal udyog	PO/WO amount	16,615/-
Firm/Company	Silver oak villas llp	Project	SOV part - II
Sl. No.	Bill No.	Bill Date	Bill amount
1	174	4/9/21	16,614/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			16,614/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	96042	☑ 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:				16,615/-
Amount E – PO / WO value:				16,614/-
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	20/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	17/9/21	17/9					

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/-

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH /~~ CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.
E-mail : nmuhyd@yahoo.co.in

M/s. Silver Oak Villas LLP
M. G. Road
Secunderabad

Phone ______ Fax ______

GST No. 3 6 A D B F S 3 2 8 8 A 2 Z 7

Invoice No. : 174 Date : 04/09/21

P. O. No. & Date : 80268/183643

D. C. No. : 03/09/21 Date :

Desp. Through : AP28 TA 5503

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7210	Sheet	4 Nos.	@3520 ea	14080=00
			SUB TOTAL	14080=00
			SGST @ 9%	1267=00
			CGST @ 9%	1267=00
			IGST @	
			G. TOTAL	16614=00

INWARD WITH TIME
Inward No: 1276 Dt: 4/9/21
MRN No: 96042 Dt: 8/9/21
Received By: Sign:
SILVER OAK VILLAS PART-III

BANK : **PUNJAB NATIONAL BANK** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : PUNB0062520

Rupees Sixteen thousand Six hundred & fourteen only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

SUMMIT SALES LLP * R.R. DIST. *
INWARD No: 84233
Date: 9/9
Sign:

Purchase Order

80268
02.09.21 4:45:18

 03-09-2021 15:38:04 Origi

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			
Naveen Metal Udyog	**Doc No**	80268	183643
4-5-155, Pan Bazar, Sec-bad-03.	**Doc Date**	03-09-2021	
	Quote No	Nil	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	03-09-2021	
66382026. 9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8150 - Steel - other - GI Sheet - Others - kgs *8' x 4' 16guage - 04 nos - in Sft*	128.00	110.00	0.00	18.00	16,614.40
					Total Order Value . . .	**16,614.40**

Rupees : Sixteen Thousand Six Hundred Fourteen and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	Item shall be of 1st quality, ISI brand.
Payment Terms	After delivery of all materials and production of bill.
Tax	All taxes included in above price.
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 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 Ishaq Constructions.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name : 03/09/2021

Accepted the above Terms And Conditions

For ***Naveen Metal Udyog***

Name : ______________________

Date : __/__/____

Requisition Form

1150

Company Name:	Silver Oak Villas LLP-III	Date:	24-08-2021
Site & Phase :	Silver Oak Villas-III	Time:	10.00
Supplier		Req. No.	183643
Material required before date:	30-08-2021	ID No.	68681

No	Description	Size	Quantity	Units	Inward No	Date
1	Testing cube Mould	15CMX15 CMX15C M	6	Nos		
2	Slump cone test Apparatus		01	NOs		
3	GI coated Sheet(16 Gauge) - 1.5 mm thick	8'X4'	4	Nos		
	80268					

Remarks: -For Ishaq constructions

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	24-08-2021	Sign. & Date	

APPROVED BY
25 AUG 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/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☑ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other