PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/9/21	Prepared by:	Sneha.
PO/WO no.	77002	PO / WO Date.	7/5/21
Supplier Name	G. Krishna Murthy & Sons	PO/WO amount	300/-
Firm/Company	Silver oak villas llp	Project	SOV phase - IX
Sl. No.	Bill No.	Bill Date	Bill amount
1	076	12/6/21	300/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			300/-

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:				300/-
Amount E – PO / WO value:				300/-
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	27/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha		APPROVED 25 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	25/9/21						

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/-

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. 076 DOC - 77002 - 156457

Date: 12/6/2021

M/s. Silver Oak Villas LLP.

Qty.	PARTICULARS	Rate	Amount Rs.	Ps.
3 Pc	Polymere over.		300	=
		TOTAL	300	=

PROPERTIES PVT LTD MODI SEC'BAD INWARD No. 81068 Date 14/6

INWARD WITH TIME:
Inward No 15811 Dt. 14/6
MRN No: Dt:
Received By: Sign
SILVER OAK VILLAS LLP

Goods once sold will not be taken back or exchanged.

Signature

 07-05-2021 4:51:12 PM

Purchase Order

77002
06.05.21 4.35.37

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 # 3-4-448, General Bazar, Secunderabad -3.	**Doc No**	77002	156457
	Doc Date	07-05-2021	
	Quote No	Nil	
GSTIN 36ACPPG6253J1Z9	**Quote Date**	07-05-2021	
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	4051 - Consumables - Polythene Covers - other - pkts	3.00	100.00	0.00	0.00	300.00
					Total Order Value . . .	**300.00**

Rupees : Three Hundred 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 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*

Authorised Signatory

10/05/2021

Name :

Accepted the above Terms And Conditions

For *G. Krishna Murthy & Sons*

Name :

Date : / /

(12)

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	07-05-2021
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156457
Material required before date:	09-05-2021	ID No.	65965

No	Description	Size	Quantity	Units	Inward No	Date
1	Blue pens	Box	3	Nos		
2	Black pens	Box	1	Nos		
3	Harpic		5	Nos		
4	Hand wash		5	Nos		
5	Garbage covers 77001	Medium	3	Nos		
6	Air freshners 77002		10	Nos		
7	Staplers	small	2	Nos		
8	Stapler pins	small	5	Nos		
9	Pencil box		2	Nos		

Remarks: For Praveen sir, Bala krishna sir and Ravi sir

0 MAY 2021

Prepared By	P.Aishwarya	Approved by	
Sign.& Date	07-05-2021	Sign. & Date	

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