PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/10/21	Prepared by:	Sneha
PO/WO no.	81031	PO / WO Date.	27/9/21
Supplier Name	Akshaya traders	PO/WO amount	3,835/-
Firm/Company	Silver Oak villas Up	Project	SOV part - III
Sl. No.	Bill No.	Bill Date	Bill amount
1	1481	4/10/21	3835/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,835/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97257	☑ 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:	3,835/-
Amount E – PO / WO value:	3,835/-
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	18/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	13/10/21	18/10					

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

Cell : 9958611144
9381004542

AKSHAYA TRADERS

Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES, BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.
H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

Invoice No. 1481 GSTIN : 36BFYPA0121AZ3 Date 4/10/2021

Name: Silver Oak Villas LLP GSTIN: 36APBFS3288A2Z7

Address: M.G. Road Sec-bad P.O. No. 81031

State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Hold Fast	1718	50	65.	3250			585	3835.
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

INWARD WITH TIME
Inward No: 1318 Dt: 11/10/21
MRN No: 97257 Dt: 4/10/21
Received By: Sign:
SILVER OAK VILLAS PART-III

Total Amount		3250.
Add CGST 9%	292.5	
Add SGST 9%	292.5	
Total GST	585	
Total Amount		3835.

Mode of Payment :
Cash / Cheque / Cheque No.

INWARD
Inward No: 17871 Dt: 5.10.21
MRN No: Dt:
Received By: Sign:
SUMMIT SALES LLP

Rupees inwords........

Receiver's Signature

For AKSHAYA TRADERS

Proprietor

SUMMIT SALES LLP
IN WARD
No: 55159
Date: 5.10.21
Sign:
R.R. DIST.

Purchase Order

 28-09-2021 12:18:45

81031
27.09.21 3:07:17

Copy

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			
Akshaya Traders	**Doc No**	81031	183664
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	27-09-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	14-09-2021	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2105 - Carpentry - hardware - Holdfast - other - kgs	50.00	65.00	0.00	18.00	3,835.00
					Total Order Value . . .	**3,835.00**

Rupees : Three Thousand Eight Hundred Thirty Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & 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	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 villa no.116, 117,118, 119, 120, 121, 122, 123 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name :

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III		Date:	14-09-2021
Site & Phase :	Silver Oak Villas-III		Time:	10.00
Supplier			Req. No.	183664
Material required before date:		URGENT	ID No.	69338

No	Description	Size	Quantity	Units	Inward No	Date
1	Hold fast		50	Kg		
2						
3						
4						
5	81031 .					
6						
7						
8						
9						
10						

Remarks: -For villa no 116, 117, 118, 119, 120, 121, 122, 123

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	14-09-2021	Sign. & Date	APPROVED 24 SEP 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

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

Company Name:	Silver Oak Villas LLP-III		Date:	
Site & Phase :	Silver Oak Villas-III		Time:	
Supplier			Req. No.	
Material required before date:		URGENT	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						

Remarks:

Prepared By	B.Meenakshi	Approved by	
Sign.& Date		Sign. & Date	

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