PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	29/10/21	Prepared by:	Sneha
PO/WO no.	80173	PO / WO Date.	31/8/21
Supplier Name	Santosh tarpaulin	PO/WO amount	420/-
Firm/Company	Silver oak villas llp	Project	SOV.
Sl. No.	Bill No.	Bill Date	Bill amount
1	77	16/9/21	420/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			420/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97258	☑ 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:	420/-
Amount E – PO / WO value:	420/-
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	1/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha		APPROVED 29 OCT 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	29/10/21						

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: **77**
Invoice Date: 16/09/2021
P.O.No.~~80427/183658~~ 80173/183649
P.O.Date: 08/09/2021

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

Rupees in words four hundred and twenty

Total ::	**400**
CGST @ 2.5 % ::	**10**
SGST @ 2.5 % ::	**10**
IGST 18% ::	
adjust ::	
Grand Total ::	**420**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

Authorized Signatory

INWARD
Inward No: 16017 Dt: 4/10/21
MRN No: 9728 Dt: 4/10/21
Received By: Sign:
SILVER OAK VILLAS LLP

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

SUMMIT SALES LLP
IN WARD
No: 8215b
Date: 5-10-21
Sign:
R.R. DIST.

Purchase Order

 31-08-2021 13:30:33

80173
27.08.21 3:50:46

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**	80173	183649
2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010	**Doc Date**	31-08-2021	
	Quote No	NIL	
GSTIN 36ATWPA1307P1ZC	**Quote Date**	25-08-2021	
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	1.00	400.00	0.00	5.00	420.00
	Total Order Value . . .					**420.00**

Rupees : Four Hundred Twenty 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 Chunchu Pranavi purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ______

Date : __/__/____

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Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	30-08-2021
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183649
Material required before date:	urgent	ID No.	68879

No	Description	Size	Quantity	Units	67818	Date
1	Raincoat		01	No's		
2						
3						
4	80173					
5						
6						
7						
8						
9						
10						

Remarks: - For Chunchu Pranavi			
Prepared By	B.Meenakshi	Approved by	
Sign.& Date	30-08-2021	Sign. & Date	

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

APPROVED
31 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Requisition Form