

PURCHASE DIVISION
Advice for approval for credit to supplier



Date:	30/10/2021	Prepared by:	T.D. Murthy				
PO/WO no.	81028	PO / WO Date.	27/09/2021				
Supplier Name	Sri Balaji Enterprises	PO/WO amount	Rs. 12,862/-				
Firm/Company	Silver Oak Villas LLP	Project	SOV - III				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	108	04/10/2021	Rs. 12,862/- ✓				
2.	-	-	-				
3.			-				
4.			- ✓				
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 12,862/-				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	97279	☒ Yes ☐ No			
2.				☒ Yes ☐ No			
3.				☒ Yes ☐ No			
4.				☒ Yes ☐ No			
Amount B –Other Credits :			-				
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 12,862/- ✓				
Amount E – PO / WO value:			Rs. 12,862/-				
Amount F – Difference (A – E):			-				
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		01/11/2021					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	30/10/21						

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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

SRI BALAJI ENTERPRISES

14-1-41B, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no. 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana



Invoice No
108

Place of supply
36-Telangana

PO number
81028

Ship To

Date
04-10-2021

PO date
27-09-2021

Vehicle Number
TS07HU-2376

Bill To

SILVER OAK VILLAS LLP

5-4-187/3&4, IInd Floor,
MG Road, Secunderabad - 03

Contact No.: 9502177288

GSTIN Number: 36ADBFS3288A2Z7

State: 36-Telangana

SILVER OAK VILLAS PART 3
CHERLAPALLY -

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	SS SCREWS 32X8MM (100 PER PKT)		30	BOX	₹ 130.00	₹ 702.00 (18%)	₹ 4,602.00
2	SCREWS 100X8MM (100 PER PKT)		20	PKT	₹ 350.00	₹ 1,260.00 (18%)	₹ 8,260.00
Total			50			₹ 1,962.00	₹ 12,862.00

Invoice Amount In Words

Twelve Thousand Eight Hundred Sixty Two Rupees only

Amounts:

Sub Total	₹ 12,862.00
Total	₹ 12,862.00
Received	₹ 0.00
Balance	₹ 12,862.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 3,900.00	9%	₹ 351.00	9%	₹ 351.00	₹ 702.00
	₹ 7,000.00	9%	₹ 630.00	9%	₹ 630.00	₹ 1,260.00
Total	₹ 10,900.00		₹ 981.00		₹ 981.00	₹ 1,962.00

Terms and conditions:

Thanks for doing business with us!

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

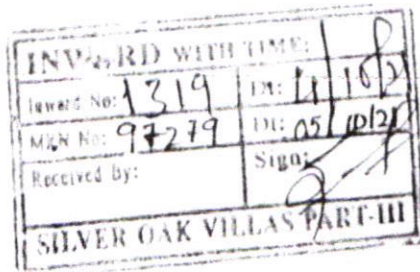
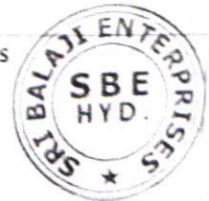
Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

Authorized Signatory



Purchase Order



81028

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Origin

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

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	81028	183675
Doc Date	27-09-2021	
Quote No	NIL	
Quote Date	20-09-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 8mm	30.00	130.00	0.00	18.00	4,602.00
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 100 x 8mm	20.00	350.00	0.00	18.00	8,260.00
Total Order Value . . .					12,862.00

Rupees : Twelve Thousand Eight Hundred Sixty Two Only.

Terms and Conditions :-

Specification / Brand 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

Penalty For Delay Nil

Transportation Cost nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for WPC door frames making purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP-III		Date:		20-09-21	
Site & Phase :		Silver Oak Villas-III		Time:		15.00	
Supplier				Req. No.		183675	
Material required before date:			urgent		ID No.		69648
No	Description	Size	Quant ity	Units	67818	Date	
1	SS Screws	32X8MM	3000	Nos	105	96.	
2	SS Screws	100X5MM	2000	Nos			
3	Bombay Nails	6mm	4	Kgs			
4							
5							
6							
7							
8							
9							
10							
Remarks: - For WPC door frames making purpose							
Prepared By		B.Meenakshi		Approved by			
Sign.& Date		20-09-21		Sign. & Date			

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

