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:			APPROVED 30 OCT 2021 MINISH PARIKH MANAGER PROCUREMENT				
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

SBE

14-1-418, 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**	Date **04-10-2021**
Place of supply **36-Telangana**	PO date **27-09-2021**
PO number **81028**	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

Ship To

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

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD WITH TIME:
Inward No: 1319 Dt: 4/10/21
MRN No: 97279 Dt: 05/10/21
Received By: Sign:
SILVER OAK VILLAS PART-III

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

Purchase Order

81028
27.09.21 3:07:17

 29-Sep-21 2:18:52 PM 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	**Doc No**	81028	183675
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	27-09-2021	
	Quote No	NIL	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	20-09-2021	
9030605690	**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
Penality 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 : ____________

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

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	Quantity	Units	67818	Date
1	SS Screws	32X8MM	3000	Nos	[illegible]	96.
2	SS Screws	100X5MM	2000	Nos		
3	Bombay Nails	6mm	4	Kgs		
4						
5						
6						
7						
8						
9						
10						

81028.
81033.

Remarks: - For WPC door frames making purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	20-09-21	Sign. & Date	

APPROVED
21 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

80.