PURCHASE DIVISION
Advice for approval for credit to supplier (B) (M)

Date:	13/11/21	Prepared by:	B. Meenakshi
PO/WO no.	79987	PO / WO Date.	25/8/21.
Supplier Name	Sri balaji Enterprises	PO/WO amount	7,080/.
Firm/Company	SOVLLP	Project	SOV-14
Sl. No.	Bill No.	Bill Date	Bill amount
1	84.	1/9/21.	8,850/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8,850/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			95806	☑ 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:	8,850/-
Amount E – PO / WO value:	7,080/-
Amount F – Difference (A – E): GST-18%	1,770/-

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	22/11/21.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Meenakshi	[signature]					
Date	13/11/21	15/11					

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/-

Purchase Order

79987
13.08.21 2:26:19

 27-08-2021 11:30:57 AM

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 Hyderbad-500001 **GSTIN** 36AEIPJ0494H1ZF 9030605690	**Doc No**	79987	183646
	Doc Date	25-08-2021	
	Quote No	NIL	
	Quote Date	25-08-2021	
	SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	9598 - Tools - Bracket - NA - Nos 2"	1,000.00	6.00	0.00	18.00	7,080.00
					Total Order Value . . .	**7,080.00**

Rupees : Seven Thousand Eighty Only.

Terms and Conditions :-

Q

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 WPC doors 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 : __/__/____

1159

Requisition Form

Company Name:	Silver Oak Villas LLP -III	Date:	25-08-2021
Site & Phase :	Silver Oak Villas-III	Time:	10.00
Supplier		Req. No.	183646
Material required before date:	Urgent	ID No.	68735

No	Description	Size	Quantity	Units	Inward No	Date
1	SS star type screws 79986.	32x8mm	3000	No's		
2	L pattics 79987		1000	No's		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: -For WPC doors making purpose.

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	25-08-2021	Sign. & Date	

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

APPROVED
25 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

No	Description	Size	Quantity	Units	Inward No	Date

Remarks:

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

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

Tax Invoice

SRI BALAJI ENTERPRISES
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. **84**	Date **01-09-2021**
Place of supply **36-Telangana**	PO date **25-08-2021**
PO number **79742/79987**	Vehicle Number **TS12UC-2008**

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	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	L- PATTI (2X2)	8302	2X2	1250	NOS	₹ 6.00	₹ 1,350.00 (18%)	₹ 8,850.00
	Total			**1250**			**₹ 1,350.00**	**₹ 8,850.00**

Invoice Amount In Words

Eight Thousand Eight Hundred Fifty Rupees only

Amounts:

Sub Total	₹ 8,850.00
Total	**₹ 8,850.00**
Received	₹ 0.00
Balance	₹ 8,850.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 7,500.00	9%	₹ 675.00	9%	₹ 675.00	₹ 1,350.00
Total	**₹ 7,500.00**		**₹ 675.00**		**₹ 675.00**	**₹ 1,350.00**

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

INWARD
Inward No. 15979 2/9/21
MRN No. 95806 02/09/21
Received By: Suman Sign. 2/9/21
SILVER OAK VILLAS LLP

SUMMIT SALES LLP
IN WARD
No: 26916
Date: 17/11/21
Sign:
R.R. DIST.

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES
SBE HYD.

Authorized Signatory