PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/1/22	Prepared by	Sneha.	Serial no.	113[illegible]
Supplier name	Ventakaramana Stationery & Binding works			HO inward no.	
Firm/Company	Silveroak villas llp	Project	SOV part - III	HO received date	
PO/WO date	29/12/21	PO/WO No.	84039	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1019	7/1/22	820/-	☑ Yes □ No
2.				☑ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	820/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101942	Proof of delivery matches MRN	☑ 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:	820 /-
Amount E – PO / WO value:	820.10 /-
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	24/1/22
Remarks: final bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	APPROVED			
Sign:	Sneha	17 JAN 2022			
Date	17/1/22	MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE

Ph: 040 - 27842572
Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Silver oak Villas LLP
MG. Road
GSTIN 36ADBFS3288A2Z7

Order No 84039 Date 29/12
Delivery Challan No Date
Bill No. 2021-22 1019 Date 7/1/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Mouse (wireless)		1	695		695			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		695			
				SUB Total					
				CGST		62=55			
				SGST		62=55			
				Grand Total		820=10		820	00

INWARD WITH TIME
Inward No: 1552 Dt: 7/1/22
MRN No: 101942 Dt: 8/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

Rupees..

Receiver's Signature & Seal

SUMMIT SALES LLP
IN WARD
No: 89509
Date: 10/01
Sign:
R.R. DIST.

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time.
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 29-12-2021 15:11:21

84039

5:44:06

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			
Venkatramana Stationery & Binding works	**Doc No**	84039	183815
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	29-12-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-12-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3516 - Computers and Peripherals - Mouse - NA - nos *Wireless Mouse*	1.00	695.00	0.00	18.00	820.10
					Total Order Value . . .	**820.10**

Rupees : Eight Hundred Twenty and Paise Ten 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 Praveen purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of deli vary /DC can be sent by email.

For *Silver Oak Villas LLP*

Authorised Signatory

30/12/2021

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP-III	Date:	28-12-21
Site & Phase :	Silver Oak Villas-III	Time:	15.00
Supplier		Req. No.	183815
Material required before date:	urgent	ID No.	72471

No	Description	Size	Quantity	Units	Inward No	Date
1	Wireless Mouse		01	Nos		
2						
3						
4	84039					
5						
6						
7			APPROVED			
8						
9			30 DEC 2021			
10			MINISH PARIKH MANAGER PROCUREMENT			

Remarks: -For Praveen sir Purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	28-12-21	Sign. & Date	

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