PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	17/01/22.	Prepared by	Janaki	Serial no.	117!
Supplier name	Reflections Electricals pvt. Ltd.			HO inward no.	
Firm/Company	Silver oak villas llp	Project	Sov	HO received date	
PO/WO date	83999 28/12/21	PO/WO No.	83999	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3465	29/12/21	6,630/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

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

MRN nos.:	16107	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:	6,630/-
Amount E – PO / WO value:	6,630/-
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	24/01/22.
Remarks: final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Janaki				
Sign:	Janaki				
Date	17/01/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
17 JAN 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **3465**	Dated **29-Dec-2021**
	Delivery Note **856**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **3465 dt. 29-Dec-2021**	Other References
Consignee (Ship to) **Silver Oak Villas LLP** 5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003 GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36	Buyer's Order No. **83999/156612**	Dated **28-Dec-2021**
	Dispatch Doc No.	Delivery Note Date **29-Dec-2021**
	Dispatched through **Your Self**	Destination **Cherlapally**
Buyer (Bill to) **Silver Oak Villas LLP** 5-4-187/3 & 4, II Floor, MG Road, Secunderabad 500 003 GSTIN/UIN : 36ADBFS3288A2Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED D/L 5W Garnet 6500K D540565**	940540	12 %	**16.0000 nos**	370.00	nos	**5,920.00**
	OUTPUT CGST						**355.20**
	OUTPUT SGST						**355.20**
	Less : ***Rounding Off***						**(-)0.40**
	Total			**16.0000 nos**			**₹ 6,630.00**

INWARD ... TIME:
Inward No. 16107 Dt. 29/12/21
MRN No: Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

Amount Chargeable (in words) *E. & O.E*

INR Six Thousand Six Hundred Thirty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940540	5,920.00	6%	355.20	6%	355.20	710.40
Total	**5,920.00**		**355.20**		**355.20**	**710.40**

Tax Amount (in words) : **INR Seven Hundred Ten and Forty paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUMMIT SALES LLP R.R. DIST. IN WARD No: 8912 Date: 31/12 Sign:

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 29-12-2021 10:52:41 Ori 83999

5:35:32

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			
Reflections Electricals Pvt. Ltd.,	**Doc No**	83999	156612
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	28-12-2021	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	23-12-2021	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	4746 - Electrical - other - LED Lights - NA - nos *D540565- 5watts*	16.00	370.00	0.00	12.00	6,630.40
				Total Order Value . . .		**6,630.40**

Rupees : Six Thousand Six Hundred Thirty and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of wipro brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for flat no-n994b false ceiling light fixure 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 invoice must be sent to HO office or purchase site off

For *Silver Oak Villas LLP*

Authorised Signatory

Name : 30/12/2021

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Silver oak Villas LLP	Date:	23-12-2021
Site & Phase :	SOV	Time:	13:00
Supplier		Req. No.	156612
Material required before date: 02-01-2022		ID No.	72426

No	Description/Brand/Model No.	Warm or White	Wattage	Quantity	Units	Inward No	Date
1	False ceiling light D 540565	White	5 watts	16	Nos		
2							
3							
4							
5							
6							
7	83999.						
8							
9							
10							

Remarks:For Flat .no 99 4B False ceiling light fixture purpose. As per sales offer

APPROVED
30 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	K.Purshotham	Approved by	
Sign.& Date	23-12-2021	Sign. & Date	

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