

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 17/01/22		Prepared by: Janake		Serial no. 114	
Supplier name: Surya electricals				HO inward no.	
Firm/Company: Sovilp		Project: Silver oak villa		HO received date	
PO/WO date: 17/01/21		PO/WO No. 82731		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	21-22/482	2/12/21	7,729/-	☒ 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.: 1452		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:				7,729/-	
Amount E – PO / WO value:				7,729/-	
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	MD	Accountant	Accounts Manager
Name:	Janake				
Sign:	Janake				
Date	17/01/22				
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

Original Cop.
21-22/482

SURYA ELECTRICALS

Factory & Office: Shed No-B 10, BHEL-AIE, Industrial Park,
Ramachandrapuram, HYDERABAD, TS (36) 502 032, IN
+919700902311
suryaelectricals08@gmail.com
GSTIN: 36APTPS2674C2ZF Website: www.suryaelec.com
Contact Name: murali krishna

Amount Due:

₹7,729.00

Issue Date: 02 - 12 - 2021
Due Date: 02 - 12 - 2021
PO Number: 82731
PO Date: 17 - 11 - 2021
Place of Supply: TS (36)

Bill To
SILVER OAK VILLAS LLP
SOHAM MANSION 5-4-187/3 AND 4 2ND FLOOR M.G ROAD,
SECUNDERABAD, TS (36) 500003, IN
GSTIN: 36ADBFS3288A2Z7

Ship To
Sy No 291, Cherlapalli, Hyderabad, TS (36) 501301, IN

S.No	Item Description	HSN/SAC	Qty UoM	Price (₹)	Taxable Value (₹)	CGST (₹)	SGST (₹)	Amount (₹)
1	Tubular Swaged MS Paint Poles 6mtr pole	7308	1.00 NOS	5,600.00	5,600.00	504.00 9%	504.00 9%	6,608.00
2	M20x600 mm J-Type Foundation bolts with zinc coat Set of 4nos with double nut and double washers	7318	1.00 SET	950.00	950.00	85.50 9%	85.50 9%	1,121.00
Total @18%					6,550.00	589.50	589.50	7,729.00

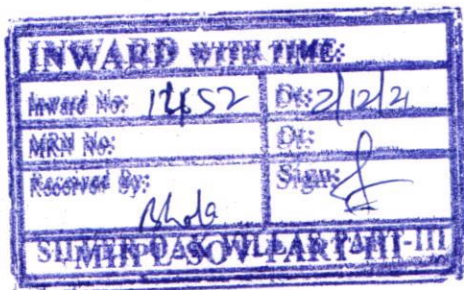
Bank Name: DCB BANK LIMITED
Account Number: 08542600000046
Branch Name: CHANDA NAGAR
IFSC Code: DCBL0000085

Total Taxable Value ₹6,550.00
Total Tax Amount ₹1,179.00
Total Value (in figure) ₹7,729
Total Value (in words) ₹ Seven Thousand Seven Hundred Twenty-nine Only

1
TERMS AND CONDITIONS:
1. 100% ADVANCE PAYMENT STRICTLY.
2. 5 DAYS VALIDITY.
3. TRANSPORTATION EXTRA
4. READY STOCK.


Provider Signature

Receiver Signature



Purchase Order

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18-Nov-21 2:58:53 PM



82731

12.11.21 5:08:07

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

Surya Electricals
Factory&Office: Shed no- B 10, BHEL-AIE, Industrail park,
Ramachandrapuram, Hyderabad 502032

GSTIN 36APTPS2674C2ZF

9700902311

9700902311

Doc No	82731	156586
Doc Date	17-11-2021	
Quote No	Nil	
Quote Date	09-10-2021	
SupplyType	Supply	

Kind Attn : Murali Krishna

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4769 - Electrical - other - Single pole - NA - nos Telescopis pole 6 meters with base plate 300x300	1.00	5,600.00	0.00	18.00	6,608.00
2 2264 - Carpentry - hardware - Nut bolts - Others - nos foundation bolts set of 4	1.00	950.00	0.00	18.00	1,121.00
Total Order Value . . .					7,729.00

Rupees : Seven Thousand Seven Hundred Twenty Nine Only.

Terms and Conditions :-

Specification / Brand	Electric pole will be MS telescopic pole, with base plate of 300x300mm, with provision of MCB at 5', along with nuts and bolts
Payment Terms	100% Advance payment
Tax	GST included in the above price
Delivery Date	With 3 days
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penalty For Delay	Nil
Transportation Cost	Extra as per actuals should be added in the bill with GST
Warranty	Nil
Advance Paid	Rs. 7,729-00, by cheque.....dated.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for badmencion court, purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Surya Electricals**

Name : _____

Date : __/__/__

Requisition Form

1438

Company Name:		SOVLLP		Date:		08-11-21	
Site & Phase :		Silver Oak Villas-IX		Time:		12.00	
Supplier				Req. No.		156586	
Material required before date:		15-11-21		ID No.		70995	
No	Description	Size	Quantity	Units	Inward No	Date	
1	6meters Telescopic Pole	6mtrs	01	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
APPROVED BY 10 NOV 2021 SOHAM MODI MANAGING DIRECTOR							
For MDs APPROVAL ☐ High Value/quantity beyond limits. ☐ Po/Req. processed-post approval. ☒ Approval for technical details/clarification. ☐ Replenishing SSLLP stock							
Remarks: -For badminton court purpose							
Prepared By		B.Meenakshi		Approved By			
Sign.& Date		08-11-21		Sign. & Date			

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