

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/1/22		Prepared by: T.D. Muneer		Serial no. 1534	
Supplier name: Sri Balaji Enterprises				HO inward no.	
Firm/Company: Suvalep		Project: Gov - 1A		HO received date	
PO/WO date: 3/1/22		PO/WO No. 84152		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	157	5/1/22	1,88,491-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,88,491-00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 101769	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:			1,88,491-00
Amount E – PO / WO value:			1,79,726-00
Amount F – Difference (A – E):			8,765-00
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: Transportation Charges added in above bill.			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Muneer	B. B. B. B.			
Sign:					
Date	20/1/22				
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

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. 157		Date 05-01-2022	
				Place of supply 36-Telangana		PO date 03-01-2022	
				PO number 84152		Vehicle Number TS12UB9077	
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	WPC DOOR FRAMES 2+2 (5X2.5)	3925	7 FITX4	3	NOS	₹ 4,400.00	₹ 2,376.00 (18%)	₹ 15,576.00
2	WPC Door Frame(2+1)4x2.50	3925	7 FIT X3.50 FIT	12	NOS	₹ 2,904.00	₹ 6,272.64 (18%)	₹ 41,120.64
3	WPC Door Frame(2+1)4x2.50	3925	7FIT3X3 FIT	18	NOS	₹ 3,300.00	₹ 10,692.00 (18%)	₹ 70,092.00
4	WPC Door Frame(2+2)4x2.50	3925	7FIT X3.5	6	NOS	₹ 3,465.00	₹ 3,742.20 (18%)	₹ 24,532.20
5	WPC Door Frame(2+2)4x2.50	3925	7FIT X3 FIT	9	NOS	₹ 3,300.00	₹ 5,346.00 (18%)	₹ 35,046.00
6	CARTAGE			1	-	₹ 1,800.00	₹ 324.00 (18%)	₹ 2,124.00
Total				49			₹ 28,752.84	₹ 1,88,490.84

Invoice Amount In Words One Lakh Eighty Eight Thousand Four Hundred Ninety One Rupees only		Amounts: Sub Total ₹ 1,88,490.84 Round off ₹ 0.16 Total ₹ 1,88,491.00 Received ₹ 0.00 Balance ₹ 1,88,491.00	
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 1,800.00	9%	₹ 162.00	9%	₹ 162.00	₹ 324.00
3925	₹ 1,57,938.00	9%	₹ 14,214.42	9%	₹ 14,214.42	₹ 28,428.84
Total	₹ 1,59,738.00		₹ 14,376.42		₹ 14,376.42	₹ 28,752.84

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
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For, SRI BALAJI ENTERPRISES

Authorized Signatory

Purchase Order

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20-01-2022 13:12:23



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5:44:07

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

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	84152	183820
Doc Date	03-01-2022	
Quote No	Nil	
Quote Date	03-01-2022	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2384 - Carpentry - other - WPC -2+2 - 7 ft x 3 ft 6 in - Nos	3.00	4,240.00	0.00	18.00	15,009.60
2 2387 - Carpentry - other - WPC 2+1 - 7 ft 3 in x 3 ft - Nos	12.00	2,904.00	0.00	18.00	41,120.64
3 2389 - Carpentry - other - WPC - 2+1 - 7 ft 3 in x 2 ft 6 in - Nos	18.00	3,300.00	0.00	18.00	70,092.00
4 2388 - Carpentry - other - WPC - 2+2 - 7 ft x 3 ft - Nos	6.00	3,300.00	0.00	18.00	23,364.00
5 2390 - Carpentry - other - WPS - 2+2 - 7 ft x 2 ft 6 in - Nos	9.00	2,838.00	0.00	18.00	30,139.56
Total Order Value . . .					179,725.80
Rupees : One Lakh(s) Seventy Nine Thousand Seven Hundred Twenty Five and Paise Eighty Only.					

Terms and Conditions :-

Specification / Brand	All items shall be of WPC door frames, Main door frames Section size 5"x2 1/2", Internal door section size 4"x 2 1/2", Rs 200 Per rft main door and Rs 165 per rft internal door frame, NO making charges, making is our responsibility.
Payment Terms	50% Advance balance after delivery
Tax	Included in the above prices
Delivery Date	Within 3 days
Delivery Location	Silver Oak Villas Part III Sy.No.11,12,14,15,16,17,18, 294 Phone. 0
Penalty For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	Nil
Advance Paid	Rs. 92,000-00, by cheque.....
Other Terms	We reserve the rights to reject the items if not as per the specifications. If any bent or damage is suppliers responsibility. Above order for 119,120,121 ,purpose
Completion Date	Nil
Measurment	standerd log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3', Density will be 1000 kg /cum.
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 delivery/DC can be sent by email.

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**Name : 

Name : _____

Date : __/__/__

Requisition Form - Door Frames

Company	Silver Oak Villas LLP-III	Site & Phase	SOV-III
Req. no.	183820	Req. Date	28-12-2021
Material required before	Urgent	ID no.	
Prepared by:	B.Meenakshi	Approved by (sign):	<i>[Signature]</i>
Flat / Block no:	Villa no 119,120,121		
Material :-	Door Frames (Wpc)		
Type A 1210 Sft 3BHK Order Value:	3 Villas		
Type B 1010 Sft 2BHK Order Value:	0 Villas		
Electrical duct doors	0		

72495
APPROVED
28 DEC 2021
P. PRABHAKAR
Sr. Manager Purchase

S No.	Item Description	Units	Qty required for Type B 1210 Sft 3BHK flat	Qty required for Type A 1210 Sft 3BHK flat	Type B 1010 2BHK flats requirement	Type A 1210 Sft 3BHK flats requirement	Quantity required	Qty Available at site - full frames	Balance Qty to be ordered
1	Main door frame 7' x 3'6" with threshold	Nos	1.00	0.00	0.00	3.00	3.00	0.00	3.00
2	Door frame 7' 3"x 3' without threshold	Nos	4.00	0.00	0.00	3.00	12.00	0.00	12.00
3	Door frame 7' 3" x 2'6" without threshold	Nos	6.00	0.00	0.00	3.00	18.00	0.00	18.00
4	Door frame 7' x 3' with threshold	Nos	2.00	0.00	0.00	3.00	6.00	0.00	6.00
5	Door frame 7' x 2'6" with threshold	Nos	3.00	0.00	0.00	3.00	9.00	0.00	9.00
	Total		16.0				48.00	0.00	48.00

S No.	Item Description	Units	Quantity required	Qty Available at site - extra pieces	Balance Qty to be ordered	Qty in cft	Inward No	Date
1	Main door side 7' 3" X 5" X 3"	Nos	6.00	0.00	6.00	4.46		
2	Main door top /bottom 4' X 5" X 3"	Nos	6.00	0.00	6.00	2.46		
3	Other door sides 7' 3" X 4" X 2 1/2"	Nos	72.00	0.00	72.00	35.83		
4	Other door top / bottom 3' X 4" X 2 1/2"	Nos	18.00	0.00	18.00	3.71		
5	Other door top / bottom 3' 6" X 4" X 2 1/2"	Nos	24.00	0.00	24.00	5.77		
6	Other door sides 5' X 4" X 2 1/2"	Nos	18.00	0.00	18.00	0.52		
7	Other door top / bottom 2'6" X 4" X 2 1/2"	Nos	18.00	0.00	18.00	0.31		
8	Fish Tail Holdfast	Nos	0.00	0.00	0.00			
9	SS Screw 32X 8 MM	packets	10.00	0.00	10.00			
10	SS Screw 100X 8 MM	Box	5.00	0.00	5.00			
	Total		177.0	0.0	177.0	53.1		

Note: Round of nails to the nearest kg.

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