PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	T.D. Muruga	Serial no.	...1532
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SOOUP	Project	SOO-IX	HO received date	
PO/WO date	3/1/22	PO/WO No.	84166	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	158	5/1/22	1,78,338-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,78,338-00

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	101771	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:	1,78,338-00
Amount E – PO / WO value:	1,70,146-00
Amount F – Difference (A – E):	8,192-00
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. Muruga	Bhaskar			
Sign:	[signature]	[signature]			
Date	20/1/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
20 JAN 2022
S. BHASKAR
Sr. MANAGER PURCHASE

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. **158**	Date **05-01-2022**
Place of supply **36-Telangana**	PO date **03-01-2022**
PO number **84166**	Vehicle Number **TS12UB-9077**

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 FIT X4 FIT	3	NOS	₹ 4,400.00	₹ 2,376.00 (18%)	₹ 15,576.00
2	WPC Door Frame(2+1)4x2.50	3925	7 FIT 3.X 3.50	15	NOS	₹ 2,904.00	₹ 7,840.80 (18%)	₹ 51,400.80
3	WPC Door Frame(2+1)4x2.50	3925	7FT3X3 FT	18	NOS	₹ 2,888.00	₹ 9,357.12 (18%)	₹ 61,341.12
4	WPC Door Frame(2+2)4x2.50	3925	7 FIT X3.50	6	NOS	₹ 3,465.00	₹ 3,742.20 (18%)	₹ 24,532.20
5	WPC Door Frame(2+2)4x2.50	3925	7FIT X 3	6	NOS	₹ 3,300.00	₹ 3,564.00 (18%)	₹ 23,364.00
6	CARTAGE			1	-	₹ 1,800.00	₹ 324.00 (18%)	₹ 2,124.00
	Total			**49**			**₹ 27,204.12**	**₹ 1,78,338.12**

Invoice Amount In Words

One Lakh Seventy Eight Thousand Three Hundred Thirty Eight Rupees only

Amounts:	
Sub Total	₹ 1,78,338.12
Round off	- ₹ 0.12
Total	**₹ 1,78,338.00**
Received	₹ 0.00
Balance	₹ 1,78,338.00

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	₹ 1,49,334.00	9%	₹ 13,440.06	9%	₹ 13,440.06	₹ 26,880.12
Total	**₹ 1,51,134.00**		**₹ 13,602.06**		**₹ 13,602.06**	**₹ 27,204.12**

Terms and conditions:

Thanks for doing business with us!

INWARD WITH TIME
Inward No: 1539 Dt: 5/1/22
MRN No: 101771 Dt: 6/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

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

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89062
Date: 6/01
Sign:

Purchase Order

 20-01-2022 13:12:23

84166

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	**Doc No**	84166	183797
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	03-01-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	03-01-2022	
9030605690	**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 inx 3 ft - Nos	15.00	2,904.00	0.00	18.00	51,400.80
3	2389 - Carpentry - other - WPC - 2+1 - 7 ft 3 inx 2 ft 6in - Nos	18.00	2,838.00	0.00	18.00	60,279.12
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 6in - Nos	6.00	2,838.00	0.00	18.00	20,093.04
					Total Order Value . . .	**170,146.56**

Rupees : One Lakh(s) Seventy Thousand One Hundred Fourty Six and Paise Fifty Six 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
Penality For Delay	Nil
Transportation Cost	Extra as per actuals
Warranty	Nil
Advance Paid	Rs. 85,000-00, 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 responisibility. Above order for 160,161,162 ,purpose
Completion Date	Nil
Measurment	Nil
Security	Logs will be supplied by supplier standerd log sizes will be calculated as 7' 3" as 8' and 3' 6" as 4', 2'5" as 3'
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

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

Requisition Form - Door Frames									
Company		Silver Oak Villas LLP-III		Site & Phase		SOV-III			
Req. no.		183797		Req. Date		27-12-2021			
Material required before		urgent		ID no.		72443			
Prepared by:		Ch.Pranavi		Approved by (sign):					
Flat / Block no:		Villa no 160, 161, 162							
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							
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 Sft3 BHK 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	5.00	0.00	0.00	3.00	15.00	0.00	15.00
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	2.00	0.00	0.00	3.00	6.00	0.00	6.00
	Total						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	78.00	0.00	78.00	38.82			
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	27.00	0.00	27.00	6.49			
6	Other door sides 5' X 4" X 2 1/2"	Nos	12.00	0.00	12.00	0.35			
7	Other door top / bottom 2'6" X 4" X 2 1/2"	Nos	12.00	0.00	12.00	0.21			
8	Fish Tail Holdfast	Nos	0.00	0.00	0.00				
9	Wooden Screw 30 X 8 MM	Nos	0.00	0.00	0.00				
10	Nails 3"	kgs	2.00	0.00	2.00				
	Total		161.0	0.0	161.0	56.5			
Note: Round of nails to the nearest kg.									

APPROVED
2 8 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

84166