PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	T.D Myuriy	Serial no.	1533
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	SPIHAP	Project	SPV-IX	HO received date	
PO/WO date	3/1/22	PO/WO No.	84172	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	164	12/1/22	3,540-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,540-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 102 186	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:	3540-00
Amount E – PO / WO value:	3,540-00
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:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Myuriy	Prabhakar			
Sign:					
Date	20/1/22	APPROVED 20 JAN 2022 P. PRABHAKAR SR. MANAGER PURCHASE			
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. **164**
	Date **12-01-2022**
	Place of supply **36-Telangana**
	PO date **03-01-2022**
	PO number **84172**
	Vehicle Number **TS10UB-5649**

Bill To	Ship 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	SILVER OAK VILLAS PART 3 CHERLAPALLY -

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	SCREWS 100X8MM (100 PER PKT)		100X8MM	5	PKT	₹ 600.00	₹ 540.00 (18%)	₹ 3,540.00
	Total			**5**			**₹ 540.00**	**₹ 3,540.00**

Invoice Amount In Words

Three Thousand Five Hundred Forty Rupees only

Amounts:	
Sub Total	₹ 3,540.00
Total	**₹ 3,540.00**
Received	₹ 0.00
Balance	₹ 3,540.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 3,000.00	9%	₹ 270.00	9%	₹ 270.00	₹ 540.00
Total	**₹ 3,000.00**		**₹ 270.00**		**₹ 270.00**	**₹ 540.00**

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

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

INWARD WITH TIME:
Inward No: 1567 Dt: 12/1/22
MRN No: 102186 Dt: 12/1/22
Received By: Sign:
SILVER OAK VILLAS PART-III

SUJAMIT SALES LLP R.R. DIST.
INWARD No: 89913
Date: 19/01
Sign:

Purchase Order

 20-01-2022 13:12:23

84172

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**	84172	183819
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	2156 - Carpentry - hardware - S.S. Screws - other - pkts *100x3*	5.00	600.00	0.00	18.00	3,540.00
				Total Order Value . . .		**3,540.00**

Rupees : Three Thousand Five Hundred Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "Prince' / 'Sudhakar' brand.
Payment Terms	After Delivery & Production of bill- Each packet contains 100 nos of screws
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 Cost	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 villa no 180,181 , 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 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.	183819	Req. Date	28-12-2021
Material required before	Urgent	ID no.	92496
Prepared by:	B.Meenakshi	Approved by (sign):	
Flat / Block no:	Villa no 180,181		
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		

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 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	0.00	0.00	0.00
2	Door frame 7' 3"x 3' without threshold	Nos	3.00	0.00	0.00	3.00	9.00	0.00	9.00
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	1.00	0.00	0.00	3.00	0.00	0.00	0.00
5	Door frame 7' x 2'6" with threshold	Nos	2.00	0.00	0.00	3.00	0.00	0.00	0.00
	Total		13.0				27.00	0.00	27.00

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	0.00	0.00	0.00	0.00		
2	Main door top /bottom 4' X 5" X 3"	Nos	0.00	0.00	0.00	0.00		
3	Other door sides 7' 3" X 4" X 2 1/2"	Nos	54.00	0.00	54.00	26.87		
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	9.00	0.00	9.00	2.16		
6	Other door sides 5' X 4" X 2 1/2"	Nos	0.00	0.00	0.00	0.00		
7	Other door top / bottom 2'6" X 4" X 2 1/2"	Nos	0.00	0.00	0.00	0.00		
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		96.0	0.0	96.0	32.7		

Note: Round of nails to the nearest kg.

84172