

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 20/1/22		Prepared by: T.D. Muneer		Serial no. - 1533	
Supplier name: Sri Balaji Enterprises		Project: SD-12		HO inward no.	
Firm/Company: SD-12		PO/WO No. 84122		HO received date	
PO/WO date: 31/1/22		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

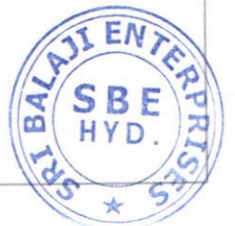
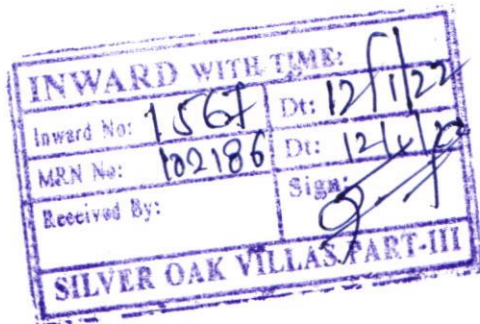
Amount A – Bills total (Excluding Transport & Hamali Charges):		3,540-00
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: 102 186	Proof of delivery matches MRN	☒ Yes ☐ No
Amount B – Other Credits : Transportation charges		-
Amount C – Other Debits :		-
Amount D (D=A+B-C) – Amount to be credited to the supplier:		3,540-00
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: 1		

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Muneer	Barbapras			
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. 164		Date 12-01-2022		
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				Place of supply 36-Telangana		PO date 03-01-2022		
				PO number 84172		Vehicle Number TS10UB-5649		
				Ship To 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				



Purchase Order

Page(s) 1 Of 1

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	84172	183819
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 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

Penalty 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							
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