

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/1/22		Prepared by: T.D. N. P. [Signature]		Serial no.: 1606	
Supplier name: Sri Balaji Enterprises		Project: SDR-12		HO inward no.:	
Firm/Company: SDR LAP		PO/WO No.: 84286		HO received date:	
PO/WO date: 12/1/22		Bill no.: 166		Scan ID.:	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	166	12/1/22	19,753-00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				19,753-00	
Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 102255		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B - Other Credits : Transportation charges				-	
Amount C - Other Debits :				-	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				19,753-00	
Amount E - PO / WO value:				19,753-00	
Amount F - Difference (A - E):				-	
Quantity received as per PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date		31/1/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. N. P. [Signature]				
Sign:	[Signature]				
Date	22/1/22				
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

<p>SRI BALAJI ENTERPRISES</p> <p># 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</p>	Invoice No. 166	Date 14-01-2022
	Place of supply 36-Telangana	PO number 84486
	Vehicle Number TS13EK4205	
	Ship To SILVER OAK VILLAS PART 3 CHERLAPALLY -	

Bill To
SILVER OAK VILLAS LLP
5-4-187/3&4, IIInd Floor,
MG Road, Secunderabad - 03
Contact No.: 9502177288
GSTIN Number: 36ADBFS3288A2Z7
State: 36-Telangana

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	L- PATTI (2X2)	8302	2"X2"	720	NOS	₹ 7.00	₹ 907.20 (18%)	₹ 5,947.20
2	SS SCREWS 32X8MM (100 PER PKT)		32X8MM	30	BOX	₹ 150.00	₹ 810.00 (18%)	₹ 5,310.00
3	SCREWS 100X8MM (100 PER PKT)		100X8MM	12	PKT	₹ 600.00	₹ 1,296.00 (18%)	₹ 8,496.00
Total				762			₹ 3,013.20	₹ 19,753.20

Invoice Amount In Words Nineteen Thousand Seven Hundred Fifty Three Rupees only	Amounts: Sub Total ₹ 19,753.20 Round off - ₹ 0.20 Total ₹ 19,753.00 Received ₹ 0.00 Balance ₹ 19,753.00
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HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 11,700.00	9%	₹ 1,053.00	9%	₹ 1,053.00	₹ 2,106.00
8302	₹ 5,040.00	9%	₹ 453.60	9%	₹ 453.60	₹ 907.20
Total	₹ 16,740.00		₹ 1,506.60		₹ 1,506.60	₹ 3,013.20

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

INWARD WITH DIME:
 Inward No: 1574 Dt: 14/1/22
 MRN No: 10225 Dt: 14/1/22
 Received By: Sign: [Signature]
SILVER OAK VILLAS PART-III

SUMMIT SALES LLP
 INWARD
 No: 89922
 Date: 21/01
 Sign: [Signature]
 R.R. DIST.

Purchase Order

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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	84486	183844
Doc Date	12-01-2022	
Quote No	NIL	
Quote Date	07-01-2022	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9598 - Tools - Bracket - NA - Nos L-Corner- 2" x 2"	720.00	7.00	0.00	18.00	5,947.20
2 2156 - Carpentry - hardware - S.S. Screws - other - pkts 32 x 8mm	30.00	150.00	0.00	18.00	5,310.00
3 2156 - Carpentry - hardware - S.S. Screws - other - pkts 100 x 5mm- 100 per packet	12.00	600.00	0.00	18.00	8,496.00
Total Order Value . . .					19,753.20

Rupees : Nineteen Thousand Seven Hundred Fifty Three and Paise Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
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	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 for door frames making 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.

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

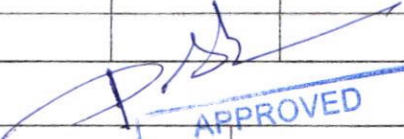
Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Silver Oak Villas LLP-III		Date:		07-01-2022	
Site & Phase :		Silver Oak Villas-III		Time:		15.00	
Supplier				Req. No.		183844	
Material required before date:			11/01/2022		ID No.		72741
No	Description	Size	Quantity	Units	Inward no	Date	
1	L-corner	20 x 50 mm	10	Boxes			
2	S.S screws (star screws)	32 x 8 mm	30	pkts			
3	S.S screws (star screws)	100 x 5 mm	12	pkts			
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Door frames making purpose							
Prepared By		G.Chandrakanth		Approved by			
Sign.& Date		07-01-2022		Sign. & Date			

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


APPROVED
14 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE