PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3/2/22	Prepared by	T.D.Anjaney	Serial no.	2338
Supplier name	Legend Elevations			HO inward no.	
Firm/Company	Group	Project	SOV-IX	HO received date	
PO/WO date	14/1/22	PO/WO No.	84526	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	062	29/1/22	906-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	906-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108044	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:	906-00
Amount E – PO / WO value:	906-00
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	3/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D.Anjaney	APPROVED			
Sign:	[signature]	03 FEB 2022			
Date	3/2/22	MINISH PARIKH MANAGER PROCUREMENT			
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.

INVOICE

Cell : 9246101075

LEGEND ELEVATIONS

CIVIL & PAINTING CONTRACTORS * * GLASS ELEVATIONS
*** HPL * ACP CLADDING * SIGNAGES ETC.,**

3-5-115/3 & 4, 1st Floor, Opp. APCO, Vittalwadi, Narayanaguda, Hyderabad - 500 029. T.S. **E-mail : rsgrkst@gmail.com**

M/s. Silver Oak Villas LLP.
Secunderabad. T.S. Customer GST No 36ADBFS3288A2Z7.

Sl.No. 062
Date 29/1/2022.

Sl. No.	DESCRIPTION	Qty.	Rate	Amount Rs.	Ps.
01.	Steel Matt Etching Name Plate of Size 12"x4" & Villa No. of Size 4"x4".	2 - No's 64 - Sq Inch	Rs. 12/ Sq Inch.	Rs. 768/	00
	P.O.No: 84526.				

INWARD WITH TIME:
Inward No: 1613 Dt: 31/1/22
MRN No: 103044 Dt: 01/02/22
Received By: Sign:
SILVER OAK VILLAS LLP

SUMMIT SALES LLP R.R. DIST.
INWARD No: 90505 Date: 2/2 Sign:

Bank Name : Bank of Maharashtra
A/c. Name : Legend Elevations
C-A/c : 60377761695
IFSC : MAHB0000383
Br. Kachiguda, Hyd-27. T.S.

Rupees in words Nine Hundred & Six only.

GSTIN : GSTIN : 36AIKPG0292L2Z1

CGST %	Rs. 69/-
SGST %	Rs. 69/-
IGST %	
Advance	
Balance	
GRAND TOTAL	Rs. 906/-

For M/s. LEGEND ELEVATIONS

G. Ravi K.
Signature

Customer's Signature

Purchase Order

 17-01-2022 10:42:46 AM

84526
08.01.22 11:50:02

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			
Legend Elevations 3-5-967,Narayanguda,Hyderabad.	**Doc No**	84526	156618
	Doc Date	14-01-2022	
	Quote No	NIL	
GSTIN 36AIKPG0292L2Z1	**Quote Date**	12-01-2022	
9246101075	**SupplyType**	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6074 - Miscellaneous - SS Name Plates - other - Sq.inches *12" x 4"- Talluri nivas-1 no*	48.00	12.00	0.00	18.00	679.68
2	6074 - Miscellaneous - SS Name Plates - other - Sq.inches *4" x 4"-Villa no- 82*	16.00	12.00	0.00	18.00	226.56
				Total Order Value . . .		**906.24**

Rupees : Nine Hundred Six and Paise Twenty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Within 7 days
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation	Included in the above price.
Warranty	5 years warranty on finish.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for villa 82 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 ***Legend Elevations***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Silver Oak Villas LLP	Date:	12-01-22
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156618
Material required before date:	Urgent	ID No.	72924

No	Description	Size	Quantity	Units	Inward No	Date
1	SS name plate (TALLURI NIVAS)	12"x4"	01	Nos		
2	SS name plate villa no (82)	4" X4"	01	Nos		
3						
4						
5						
6	84526.					
7						
8						
9						
10						

Remarks: -For villa no 82

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	12-01-2022	Sign. & Date	

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