PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/3/22	Prepared by	T.D.Mlury	Serial no.	2131
Supplier name	Legend Elevations			HO inward no.	
Firm/Company	SOV Rep	Project	SOV-III	HO received date	
PO/WO date	22/2/22	PO/WO No.	85791	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	068	5/3/22	680-00	~~☐ Yes~~ ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	680-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	104671	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:	680-00
Amount E – PO / WO value:	680-00
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	21/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D.Mlury				
Sign:					
Date	14/3/22				
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.

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. 068
Date : 5/3/2022

Sl. No.	DESCRIPTION	Qty.	Rate	Amount Rs.	Ps.
01.	Steel Matt Etching Name Plate of Size 12"x4".	1 No. 48-Sq.Inches	Rs.12/ Sq.Inch.	Rs.576/-	
	INWARD WITH TIME: Inward No: 1813 Dt: 8/3/22 MRN No: 10467 Dt: 8/3/22 Received By: Sign: SILVER OAK VILLAS PART-III				
	Pro.NO: 85791.				
		CGST %		Rs.52/-	
		SGST %		Rs.52/-	
		IGST %			
		Advance			
		Balance			
		GRAND TOTAL		Rs.680/-	

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

SUMMIT SALES LLP R.R. DIST. INWARD No: 92298 Date: 14/3 Sign:

Rupees in words Six Hundred & Eighty only.

GSTIN : GSTIN : 36AIKPG0292L2Z1

For M/s. LEGEND ELEVATIONS

G. Ravi

Signature

Customer's Signature

Purchase Order

 23-02-2022 12:01:49 PM

85791
14.02.22 2:32:35

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**	85791	156622
	Doc Date	22-02-2022	
	Quote No	NIL	
GSTIN 36AIKPG0292L2Z1	**Quote Date**	22-02-2022	
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 *SRI VAIBHAVA LAKSHMI NILAYAM- 12" X 4"-01No*	48.00	12.00	0.00	18.00	679.68
					Total Order Value . . .	**679.68**

Rupees : Six Hundred Seventy Nine and Paise Sixty Eight 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 Part III Sy .No.11,12,14,15,16,17,18 , 294 Phone. 0
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 35 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:	22-02-2022
Site & Phase :	Silver Oak Villas	Time:	10.00
Supplier		Req. No.	156622
Material required before date:	Urgent	ID No.	74062

No	Description	Size	Quantity	Units	Inward No	Date
1	SS name plate (SRI VAIBHAVA LAKSHMI NILAYAM)	12"x4"	01	Nos		
2						
3						
4						
5						
6	85791					
7						
8						
9						
10						

Remarks: -For villa no 35

Prepared By	Ch. Pranavi	Approved by	
Sign.& Date	22-02-2022	Sign. & Date	

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

APPROVED
22 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE