

PURCHASE DIVISION
Advice for approval for credit to supplier

(2)

Date:		10/5/22		Prepared by	Kavitha	Serial no.	3974
Supplier name		Avigna Distributors		HO inward no.			
Firm/Company		SOV		Project	SOV-III	HO received date	
PO/WO date		25/3/22		PO/WO No.	86752	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	05	6/4/22	885/-	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		885/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.:	105837	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:		885/-
Amount E – PO / WO value:		885/-
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	16/05/22	
Remarks:		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	12/5/22				
Date					
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.

Purchase Order

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22-04-2022 3:22:03 PM



86752

3py

From Company : **Silver Oak Villas LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ADBFS3288A2Z7

16.03.22 2:13:35

Supplier Details

Avighna Distributors
B 80, JJ Ngar, Defence colony, Neredmet, Hyderabad,
Mechal-Malkajgiri-500094

GSTIN 36FSTPS6819H1ZS

7075153859

7075153859

Doc No	86752	184042
Doc Date	25-03-2022	
Quote No	Nil	
Quote Date	25-03-2022	
SupplyType	Supply	

Kind Attn : Sai Mohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4030 - Consumables - Fruit packing cover - other - pkts	10.00	75.00	0.00	18.00	885.00
Total Order Value . . .					885.00

Rupees : Eight Hundred Eighty Five 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 Already delivered

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 Electrical switch boards 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 invoices 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 **Avighna Distributors**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP-III		Date:		24-03-2022	
Site & Phase :		Silver Oak Villas-III		Time:		15.00	
Supplier				Req. No.		184042	
Material required before date:		urgent		ID No.		74978	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Fruit packing cover		10	Nos			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Electrical switch board purpose							
Prepared By		G.chandra kanth		Approved by			
Sign. & Date		24-03-2022		Sign. & Date			

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

