

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 14/09/22		Prepared by: Ranya		Serial no. 8320	
Supplier name: 888888 Ganji ventannah & son		HO inward no.			
Firm/Company: SOV LLP		Project: SOV-III		HO received date	
PO/WO date: 30/08/22		PO/WO No. 91463		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2861	07/09/22	5407	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			5407
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 111503	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:			5407
Amount E – PO / WO value:			5407
Amount F – Difference (A – E):			5407
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		19/09/22	
Remarks: final Bill			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ranya				
Sign:					
Date	14/09/22				
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.

(ORIGINAL FOR RECIPIENT)



Purchase Order

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05-09-2022 2:48:04 PM



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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

91463

17.08.22 1:05:56

Supplier Details

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT
27710339,27719935,277807357

040-40146505

Doc No	91463	184559
Doc Date	30-08-2022	
Quote No	Nil	
Quote Date	29-08-2022	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 845600 - PATO-Paints - Turpentine oil-- - 1 ltr can - Nos	4.00	114.40	0.00	18.00	539.97
Total Order Value . . .					539.97
Rupees : Five Hundred Thirty Nine and Paise Ninty Seven Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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 painting work purpose.
Completion Date	NA
Measurment	NA
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

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Name : _____

Date : __/__/__

Contact :-

Requisition Form								
Company Name:		SILVER OAK VILLAS LLP	Date:	29-08-2022				
Site & Phase :		SOV-III	Time:	11:00				
Flat/Block no.		For gates and old grills painting work purpose						
Supplier:			Req. No.	184559				
Material required before date:			04-10-2022	ID No.	79285			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date		
1	PATO8456-Paints -Turpentine oil--1 ltr can-Nos ✓	4	0	4				
2	PAEN2580-Paints -Enamel-Off white-Asian Apcolite-1Ltr-can	4		4				
3	PAEN3684-Paints -Enamel-Black -Asian Apcolite-1Ltr-can	4		4				
4								
5								
6								
7								
8								
9								
10								
Remarks:		For gates and old grills painting work purpose						
Engineer		Project Manager	Purchase		MD			
Prepared By:		B.MEENAKSHI GOUD						
Approved By:								
Sign & Date:		29-08-2022						


APPROVED
 06 SEP 2022
 P. VENKATESHWARLU
 MANAGER PURCHASE