

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		18/6/2020		Prepared by:		K.R. Chaudhary	
PO/WO no.		67291		PO / WO Date.		6/6/2020	
Supplier Name		Elegant Enterprises		PO/WO amount		188/-	
Firm Company		SOVL R		Project		H0	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	0037	6/6/2020		189/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						189/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			80050	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B – Other Credits :							
Amount C – Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						189/-	
Amount E – PO / WO value:						188/-	
Amount F – Difference (A – E):						01/-	
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. _____/- ☐ No				
Payment – due date			22/6/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	18/6/2020	18/6	MINISH PARIKH MANAGER PROCUREMENT				

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Head Office : Block - A ' 413 ' Shanti Bagh Apartments, 7 - 1 - 3, Begumpet, Hyderabad - 5000016

Purchase Order

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06-06-2020 10:08:43 AM



67791

03.06.20 12:48:13

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

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	67791	16225
Doc Date	06-06-2020	
Quote No	Nil	
Quote Date	06-06-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4585 - Electrical - other - Insulation tape - NA - nos	20.00	8.00	0.00	18.00	188.80
Total Order Value . . .					188.80

Rupees : One Hundred Eighty Eight and Paise Eighty Only.

Terms and Conditions :-

Specification / Brand	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	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	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. Aboe order for HO renovation work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Name : 

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:	SOVLLP	Date:	05.06.2020
Site & Phase :	HO	Time:	15:40
Supplier		Req. No.	16225
Material required before date:	Urgent	ID No.	57452

No	Description	Size	Quantity	Units	Inward No	Date
1	MULTI STANDED COPPER WIRE(BLUE)	7/20	02	BUNDLE S		
2	MULTI STANDED COPPER WIRE(BLACK)	7/20	02	BUNDLE S		
3	MULTI STANDED COPPER WIRE (GREEN)	7/20	02	BUNDLE S		
4	MULTI STANDED COPPER WIRE(YELLOW)	3/20	03	BUNDLE S		
5	MULTI STANDED COPPER WIRE(BLACK)	3/20	02	BUNDLES		
6	INSULATION TAPES	STD	01	BOX		
7						
8						
9						
10						

Remarks : FOR 2ND & 3RD FLOOR DB BOXES RENOVATION WIRING IN INTERNAL LOOPING FOR AC'S & LIGHTING WORKS PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	05-06-2020	Sign. & Date	

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

