

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/6/20		Prepared by: Prabhakar	
PO/WO no. 67998		PO / WO Date. 16-6-20	
Supplier Name: Gautham Enterprises		PO/WO amount: 1,165-00	
Firm/Company: Lohar Oak Reddy		Project: Main-ty	
Sl. No.	Bill No.	Bill Date	Bill amount
1	142	12/06/20	1085-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1085-00
Sl. No.	DC No	DC. Date	MRN No.
1.	/	/	80268
2.			
3.			
4.			
Amount B –Other Credits : Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1085-00
Amount E – PO / WO value:			1165-00
Amount F – Difference (A – E):			80-00
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 / W?O		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. _____/- ☒ No	
Payment – due date		29/6/20	
Remarks: Prices changed on Sl.no:2, Can be Considered.			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:			
Date	25/6		

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

Purchase Order

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16-06-2020 10:04:07



67998

03.06.20 12:48:15

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

Gautham Enterprises
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

GSTIN 36ADIPA9683N12W

NA

2776-3763 / 6633-8763

9848035963

Doc No	67998	155794
Doc Date	16-06-2020	
Quote No	Nil	
Quote Date	16-06-2020	
SupplyType	Supply	

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	2.00	420.00	0.00	0.00	840.00
2 4060 - Consumables - Tea Powder - NA - kgs Lemon	1.00	325.00	0.00	0.00	325.00
Total Order Value . . .					1,165.00

Rupees : One Thousand One Hundred Sixty Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Nestle' brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
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. Above order for staff using purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

16/06/2020

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		15-06-2020	
Site & Phase :		Silver Oak Villas		Time:		10.00	
Supplier				Req. No.		155794	
Material required before date:			Urgent		ID No.		57658
No	Description	Size	Quantity	Units	Inward No	Date	
1	Coffee Powder		02	Kgs			
2	Lemon Tea Powder		01	Kg			
3							
4							
5							
6							
7							
8							
10							
Remarks: -For Site Office Staff purpose							
Prepared By		G.Mona		Approved by			
Sign.& Date		15-06-2020		Sign. & Date			

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

APPROVED
16 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Company Name:				Date:			
Site & Phase :							
Supplier				Req. No.			
Material required before date:					ID No.		
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For Villas final possession purpose.							
Prepared By				Approved by			
Sign.& Date				Sign. & Date			

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