

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/6/20		Prepared by: Prabhakar	
PO/WO no. 67765		PO / WO Date. 5.6.20	
Supplier Name Reta Seeds Store		PO/WO amount 6,500-00	
Firm/Company Silver Oak villas 110		Project Share-1%	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1385	19.6.20	9850-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9850-00
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			80195 ☒ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
4.			☐ 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:			9850-00
Amount E – PO / WO value:			6500-00
Amount F – Difference (A – E):			3350-00
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: The price of neem cake of Nanay were changed old prices were entered in PO, can be considered			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts 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

CASH / CREDIT BILL

Ph : 65168470
23222835

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS,
INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad - 29.

No.

1385

Date : 19/6/2020

M/s.

Silver oak Villas LLP

Sec bad, dt 18/6/2020 DOC No. 67765/15766

S. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1	Cornuport.	12	200/-	2400	-0
2	Alen	2 mps	600/-	1200	-0
3	Cerfle	1m		1350	-0
4	Huan (DDM) (10 x 5000)	5H-	980/-	4900	-0
TOTAL				9850	-00

INWARD WITH TIME:	
Inward No. 14342	Dt: 19/6/20
MRN No: 8019	Dt: 20/6/20
Received By: [Signature]	Sign: [Signature]
SILVER OAK VILLAS LLP	



TIN No. : 36AK-APK5182D128

CST No.

Goods once sold will not be taken back or exchanged.

Subject to Hyderabad Jurisdiction

For RITA SEEDS STORE

Signature

Purchase Order

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05-06-2020 11:46:01 AM

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

Rita Seeds
Basheerbagh, Secunderabad.

GSTIN 36AKAPK8182D1Z8

23222835,65168470

9949015953

Doc No	67765	155766
Doc Date	05-06-2020	
Quote No	Nil	
Quote Date	18-06-2019	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3167 - Chemicals - Vermicompost - NA - bags 20 kgs	12.00	200.00	0.00	0.00	2,400.00
2 3121 - Chemicals - Neem care powder - NA - kgs 40 kgs	2.00	500.00	0.00	0.00	1,000.00
3 3144 - Chemicals - D.A.P - NA - Kgs 50 kgs	1.00	1,350.00	0.00	0.00	1,350.00
4 3124 - Chemicals - Nuvan - NA - Itrs Lithol	5.00	350.00	0.00	0.00	1,750.00
Total Order Value . . .					6,500.00

Rupees : Six Thousand Five Hundred 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 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 site trees purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Rita Seeds**

Date : _/_/_

Name : _____

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		03-06-2020	
Site & Phase :		Silver Oak Villas		Time:		11.00	
Supplier				Req. No.		155766	
Material required before date:		10-06-2020		ID No.		57398	

No	Description	Size	Quantity	Units	Inward No	Date
1	Acalypha Pink	Medium	200	Nos		
2	Korean Carpet Grass	2 X 1	1700	Sft		
3	Tabebuia Rosea	5Ft	07	Nos		
4	Jatropha Pink	2Ft	60	Nos		
5	Lantana White	2Ft	100	Nos		
6	Areca Palms	5Ft	35	Nos		
7	Vermi Compost	25 Kgs	10	Bags		
8	Neem Powder	40 Kgs	02	Bags		
9	DAP	50 Kgs	01	Bags		
10	Lithol	5 Ltrs	01	Nos		
11	Nandivardhanam	Small	75	Nos		
12	Durantha	Small	100	Nos		

Remarks: - For Swimming Pool and Purpose

Prepared By	G. Chandra kanth	Approved by	
Sign. & Date	03-06-2020	Sign. & Date	

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

APPROVED BY
05 JUN 2020
SOHAM MODI
MANAGING DIRECTOR