

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		03/01/20		Prepared by:		V. Raval	
PO/WO no.		68532		PO / WO Date.		24/06/2020	
Supplier Name		Vivid world		PO/WO amount		655	
Firm/Company		Silver Oak Villas LLP		Project		SDVLLP	
Sl. No.		Bill No.		Bill Date		Bill amount	
1.		1718		24/06/2020		655/-	
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						655/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	-	☐ 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:						655/-	
Amount E – PO / WO value:						655/-	
Amount F – Difference (A – E):						-	
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			10/01/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>V. Raval</i>						
Date	3/1/20						

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

Purchase Order

Page(s) 1 Of 1

01-07-2020 17:39:28



68532

02.07.20 12:12:26

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

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/ 6682-3171

92462-15868

Doc No	68532	16309
Doc Date	24-06-2020	
Quote No	Nil	
Quote Date	24-06-2020	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos 12A	1.00	230.00	0.00	18.00	271.40
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					654.90

Rupees : Six Hundred Fifty Four and Paise Ninty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same 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	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not conforming to quality and specifications. Above order for site office use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver oak Villas		Date		24-06-2020		
Site & Phase :		Head Office		Time:				
Supplier				Req. No.		16309		
Material required before date:					ID No.			58161
No	Description	Size	Quantity	Units	Inward No	Date		
1	12A toner refilling		1	No				
2	12A toner Drum		1	No				
3								
4								
5								
6								
7								
8								
9								
10								
Remarks: This is for nagamani								
Prepared By		Suneel		Approved by				
Sign. & Date		24-06-2020		Sign. & Date				

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



