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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/7/10	Prepared by:	T. D. Murthy
PO/WO no.	67741	PO / WO Date.	5/6/10.
Supplier Name	Y. Pushpa Latha	PO/WO amount	Rs. 32,648/-
Firm/Company	Silver Oak Villas LLP	Project	600-1X
Sl. No.	Bill No.	Bill Date	Bill amount
1.	158	15/6/10	Rs. 20,988/-
2.			-
3.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 20,988/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	158	15/6/10	79668	☑ 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:	Rs. 20,988/-
Amount E – PO / WO value:	Rs. 32,648/-
Amount F – Difference (A – E):	Rs -11,660/-

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	11/7/10

Remarks: final bill received.

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	Appro.						

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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN: 36APYPY9568E1ZM

Composite Scheme

TAX INVOICE

Cell : 88978 95924

Y. PUSHPALATHA

GARDEN CONTRACTOR

H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist, Hyderabad - 500 049.

M/s. Silver Oak villas LLP

Cherlapally

Party's GSTIN

Sl.No. 158

Date : 15/06/2020

P.O. No. 67741

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Amount Rs.	Ps.
1	Supply of Grass (Carpet)		1700 SPt		20,988	00
			G.TOTAL		20,988	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 66388
Date: 16/6/20
Sign:

INWARD WITH TIME:
Inward No. 14304 Dt: 15/6/20
MRN No: 79668 Dt:
Received By: Sign:
SILVER OAK VILLAS LLP

Rupess inwords: Twenty Thousand Nine Hundred Eighty Eight only

For Y. PUSHPALATHA

Authorised Signature

Purchase Order

 07-07-2020 14:12:04

Original / Office Copy / Purchase Div.Copy

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			
Y PUSHPALATHA	**Doc No**	67741	155766
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	05-06-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	04-06-2020	
8897895924	**SupplyType**	Supply	

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	6031 - Miscellaneous - Plants - NA - nos *Acalypha Pink*	200.00	18.00	0.00	6.00	3,816.00
2	6016 - Miscellaneous - Carpet Grass - NA - sft *Korean grass*	1,700.00	10.00	0.00	6.00	18,020.00
3	6031 - Miscellaneous - Plants - NA - nos *Tabebuia Rosea*	7.00	75.00	0.00	6.00	556.50
4	6031 - Miscellaneous - Plants - NA - nos *Jatropha Pink*	60.00	35.00	0.00	6.00	2,226.00
5	6031 - Miscellaneous - Plants - NA - nos *lantana white*	100.00	11.00	0.00	6.00	1,166.00
6	6031 - Miscellaneous - Plants - NA - nos *Areca palms*	35.00	120.00	0.00	6.00	4,452.00
7	6031 - Miscellaneous - Plants - NA - nos *Nandivardhanam*	75.00	17.00	0.00	6.00	1,351.50
8	6031 - Miscellaneous - Plants - NA - nos *Durantha*	100.00	10.00	0.00	6.00	1,060.00
				Total Order Value . . .		**32,648.00**

Rupees : Thirty Two Thousand Six Hundred Fourty Eight Only.

Terms and Conditions :-

Original office copy misplaced please give "NOC" for above.
8/7/20.

Specification /	As per details given in the quotation.
Payment Terms	50 as advance & balance50_% on delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Silver Oak Villas Phase - IX Sy. No. 291, Cherlapally, Hyderabad, next to Govt. of india mint Phone. Contact: Security 65908777, 9502288244 Sanjay
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Rs.... vide cheq..... dtd...
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Swimming pool purpose.
Completion Date	Nil

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Date : __/__/____

Name : ____________________

Name : ____________________

Purchase Order

 07-07-2020 14:12:04 Original / Office Copy / Purchase Div.Copy

Measurment	Nil
Security	Nil
Remarks	

For ***Silver Oak Villas LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Y PUSHPALATHA***

Name : ______________________

Name : ______________________

Date : __/__/____