

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		11/7/2020		Prepared by:		K. R. Chazul	
PO/WO no.		68463		PO / WO Date.		30/6/2020	
Supplier Name		Gaultham Enterprises		PO/WO amount		1,260/-	
Firm/Company		SOV LI		Project		SOV	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	105	7/7/2020	1,260/-				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):				1,260/-			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	—	—	80972	☒ 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:				1,260/-			
Amount E – PO / WO value:				1,260/-			
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			20/7/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	11/7/2020						

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/-

(ORIGINAL FOR RECIPIENT)

Authorised Signatory

Purchase Order

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30-06-2020 15:39:44



68463

24.06.20 12:19:13

From Company : **Silver Oak Villas LLP**

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36ADBF3288A2Z7

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

68463

155826

Doc Date

30-06-2020

Quote No

Nil

Quote Date

30-06-2020

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	3.00	420.00	0.00	0.00	1,260.00
Total Order Value . . .					1,260.00

Rupees : One Thousand Two Hundred Sixty 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 :

01/07/2020

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name :

Date : _/_/

Requisition Form

Company Name:		SOVLLP		Date:		25-06-2020	
Site & Phase :		Silver Oak Villas		Time:		11.00	
Supplier				Req. No.		155826	
Material required before date:			28-06-2020		ID No.		
			52949				
No	Description	Size	Quantity	Units	Inward No	Date	
1	Coffee Powder		03	Kgs			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: -For Site Staff purpose							
Prepared By		G. Mona		Approved by			
Sign.& Date		25-06-2020		Sign. & Date			

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

Company Name:		Silver Oak Villas LLP		Date:		21.02.2020	
Site & Phase :		Silver Oak Villas		Time:		12.00	
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							
Remarks: -For Level markings and plastering purpose							
Prepared By		G.Mona		Approved by			
Sign.& Date		21.02.2020		Sign. & Date			

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