

PURCHASE DIVISION
Advice for approval for credit to supplier

3

Date:		21/8/20		Prepared by:		SOWMYA	
PO/WO no.		69501		PO / WO Date.		10/8/20	
Supplier Name		Rita Seeds Store		PO/WO amount		2,050	
Firm/Company		Sov 14		Project		Sov 14	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	114	14/8/20		2,500			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						2,500	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			82079	☒ 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:						2,500	
Amount E – PO / WO value:						2,050	
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			29.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>Sowmya</i>						
Date	21/8/20						

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 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 : 36AKAPK8182D1Z8

TAX INVOICE

☎ : 23222835

: 66778470

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 (T.S.) INDIA

No. 114

Date 14-08-2020

M/s

Silver Oak Villas LLP

Sec - bad

DOC No

69501/155928

dt. 10/8/2020

Sl. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1.	frum culli	3m	650-00	1950	00
2.	fru culli	1m		550	00
TOTAL				2500	00



INWARD WITH TIME:	
Inward No. 11400	Dr. 14/8/20
MRN No: 82079	Dr. 14/8/20
Received By:	Sign:
SILVER OAK VILLAS LLP	

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

For RITA SEEDS

payment: within 15 days,

Signature

Purchase Order

Page(s) 1 Of 1

13-08-2020 1:47:03 PM



11.08.20 11:32:20

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	69501	155928
Doc Date	10-08-2020	
Quote No	Nil	
Quote Date	24-08-2019	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9532 - Tools - Grass cutter - NA - nos Hedge Cutter	3.00	500.00	0.00	0.00	1,500.00
2 9532 - Tools - Grass cutter - NA - nos Pruning Cutter	1.00	550.00	0.00	0.00	550.00
Total Order Value . . .					2,050.00

Rupees : Two Thousand Fifty 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 Grass cutting purpose

Completion Date Nil**Measurement** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Rita Seeds**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		07-08-2020	
Site & Phase :		Silver Oak Villas		Time:		14.00	
Supplier				Req. No.		155928	
Material required before date:			14-08-2020		ID No.		58987
No	Description	Size	Quantity	Units	Inward No	Date	
1	Edge Cutters	Big	03	Nos			
2	Crunning Cutter	Standard	01	Nos			
3							
4							
5							
6							
7							
8							
9							
10							

Remarks: -For grass cutting purpose at site

Prepared By	G. Mona	Approved by
Sign. & Date	07-08-2020	Sign. & Date

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

APPROVED BY
07 AUG 2020
S. HAMMAM
MANAGING DIRECTOR
ehum

Estimate/Draft PO

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	69501	155928
Doc Date	10-08-2020	
Quote No	Nil	
Quote Date	24-08-2019	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Estimate/Draft PO for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9532 - Tools - Grass cutter - NA - nos Hedge Cutter	3.00	500.00	0.00	0.00	1,500.00
2 9532 - Tools - Grass cutter - NA - nos Pruning Cutter	1.00	550.00	0.00	0.00	550.00
Total Order Value . . .					2,050.00

Rupees : Two Thousand Fifty 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 Grass cutting purpose**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rita Seeds**

Name : _____

Name : _____

Date : __/__/__