

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	70263	PO / WO Date.	02/09/2020
Supplier Name	Vivid World	PO/WO amount	Rs. 1,198/-
Firm/Company	Silver Oak Villas LLP	Project	SOV - IX
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1760	24/07/2020	Rs. 1,198/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 1,198/-
Sl. No.	DC No	DC. Date	MRN No.
1.	1760	24/07/2020	-
2.			
3.			
Amount B –Other Credits :			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			Rs. 1,198/-
Amount E – PO / WO value:			Rs. 1,198/-
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		19/09/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date	16/9/20		

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/-

Purchase Order

Page(s) 1 Of 1

08-09-2020 16:15:04

Orig



70263

08.09.20 12:15:09

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

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

Doc No	70263	155888
Doc Date	02-09-2020	
Quote No	Nil	
Quote Date	02-09-2020	
SupplyType	Supply	

GSTIN 36AVTPS1528D1ZB

6682-3161/6682-3171

92462-15868

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	3.00	230.00	0.00	18.00	814.20
2 3522 - Computers and Peripherals - Toner drum - NA - nos	1.00	325.00	0.00	18.00	383.50
Total Order Value . . .					1,197.70

Rupees : One Thousand One Hundred Ninty Seven and Paise Seventy Only.

Terms and Conditions :-

Specification / 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 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 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 Refillinguse

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Contact :-

Accepted the above Terms And Conditions

For **Vivid World**

Name :

Date : / /

Company Name:		Silver Oak Villas LLP		Date:		18-07-2020	
Site & Phase :		Silver Oak Villas		Time:		13.30	
Supplier				Req. No.		155888	
Material required before date:			21-07-2020		ID No.		58568
No	Description		Size	Quantity	Units	Inward No	Date
1	Cartridge refilling			02	nos		
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: for promotion team, and Cr team purpose							
Prepared By		B.Meenakshi		Approved by			
Sign. & Date		18-07-2020		Sign. & Date			

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