

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 28/10/2020		Prepared by: NEHA	
PO/WO no. 71328		PO / WO Date. 15/10/2020	
Supplier Name Elegant Enterprises		PO/WO amount 9661.84/-	
Firm/Company Silver oak villas llp		Project Silver oak villas	
Sl. No.	Bill No.	Bill Date	Bill amount
1	EE2021-0235	20/10/2020	9662/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9662/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.			84025 84279 ☐ Yes ☐ No
2.			☐ Yes ☐ No
3.			☐ Yes ☐ No
Amount B –Other Credits :_Transportation charges			
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			9662/-
Amount E – PO / WO value:			9661.84/-
Amount F – Difference (A – E): GST-18%			
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		02/11/2020	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager M D
Sign:	Neha		
Date	28/10/2020	28/10/2020	30 OCT 2020
		MINISH PARIKH MANAGER PROCUREMENT	

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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



71328

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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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderbad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	71328	156070
Doc Date	15-10-2020	
Quote No	Nil	
Quote Date	29-08-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4697 - Electrical - wires - Copper wire - NA - mtrs 1 sq mm 2 c	200.00	20.59	0.00	18.00	4,859.24
2 4638 - Electrical - other - Power plug - 16A - nos	10.00	110.00	0.00	18.00	1,298.00
3 4781 - Electrical - wires - A1 Service Wire - 3/20 - mts 3 bundles	270.00	11.00	0.00	18.00	3,504.60
Total Order Value . . .					9,661.84

Rupees : Nine Thousand Six Hundred Sixty One and Paise Eighty Four Only.

Terms and Conditions :-

Specification / Brand All items in Sl.no.1 shall be of Polycab Brand, Sl.no.2-Anchor Roma Sl.no.3-South King Brand

Payment Terms After delivery of all materials & 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 1 year

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for electrical work & swimming pool light connection purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name : 

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**Date : / /

Company Name:	Silver Oak Villas LLP	Date:	10-10-2020
Site & Phase :	Silver Oak Villas	Time:	12.00
Supplier		Req. No.	156070
Material required before date:		ID No.	60714

No	Description	Size	Quantity	Units	Inward No	Date
1	3/20 Aluminium Service wire		03	Bundles		
2	Anchor Roma Power plug (Switch & Sockets)	15 Amps	10	Nos		
3	2 core cable	1/18	02	Bundles		
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Electrical work purpose & Swimming pool light connection purpose

Prepared By	G.Mona	Approved by	
Sign.& Date	10-10-2020	Sign. & Date	

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

