

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 10/11/20.		Prepared by: D.SOWMYA	
PO/WO no. 70163.		PO / WO Date. 7/9/20.	
Supplier Name Rita seeds store.		PO/WO amount 2,000/-	
Firm/Company Sov 14p		Project Sov 14p.	
Sl. No.	Bill No.	Bill Date	Bill amount
1	128.	12/9/20.	14,000
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			14,000/-
Sl. No.	DC No	DC. Date	MRN No.
1.			82932
2.			
3.			
Amount B –Other Credits :Transportation charges			-
Amount C –Other Debits :			-
Amount D (D=A+B-C) – Amount to be credited to the supplier:			1400
Amount E – PO / WO value:			2,000
Amount F – Difference (A – E): GST-18%			6,000/-
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. 1/- ☒ No	
Payment – due date		14.11.2020	
Remarks: Short bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
Date			

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/-

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

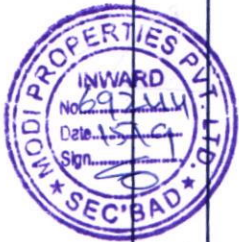
No. **128**

Date 12/9/2020

M/s.

Silver Oak Villas LLP

P.O. no. 70162/155971 dt 7/9/20

Sl. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1-	Jaggred.	10kg	140/-	1400	00
 				1400-00	
TOTAL				1400	00

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

For RITA SEEDS STORE

Signature

Purchase Order

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08-09-2020 3:23:14 PM



70163

03.09.20 11:50:23

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	70163	155971
Doc Date	07-09-2020	
Quote No	Nil	
Quote Date	07-09-2020	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3142 - Chemicals - Urea - NA - kgs 40 kgs ag	40.00	15.00	0.00	0.00	600.00
2 3115 - Chemicals - Hyguard - NA - kgs Temit -45	10.00	140.00	0.00	0.00	1,400.00
Total Order Value . . .					2,000.00

Rupees : Two Thousand 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 gardening purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Bill - 128 - 12/9/20 - 1,400/-
Balance - 600/-
Suresh

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rita Seeds**

Name :

Name : _____

Date : __/__/__

pRequisition Form

Company Name:		Silver Oak Villas LLP		Date:		03-09-2020	
Site & Phase :		SOV		Time:		16.40	
Supplier				Req. No.		155971	
Material required before date:		22.09.2020		ID No.		59589	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Urea		01	bag			
2	Temit-45		10	bags			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For sov plants purpose							
Prepared By		B.Meenakshi		Approved by			
Sign.& Date		03-09-2020		Sign. & Date			

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



Estimate/Draft PO

Page(s) 1 Of 1

07-09-2020 10:28:14 AM

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

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Security Nil

Remarks

APPROVED BY
07 SEP 2020
SOHAM MODI
MANAGING DIRECTOR

7 - Shash

For **Silver Oak Villas LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rita Seeds**

Name : _____

Name : _____

Date : __/__/__