

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		24/11/20		Prepared by:		Prabhakar.P	
PO/WO no.		70163		PO / WO Date.		7-9-20	
Supplier Name		Rita Seeds		PO/WO amount		2,000/-	
Firm/Company		Sovillp		Project		phase-IX	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	165	9/11/20		650-00			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						650-00	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	83809	☒ 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:						650-00	
Amount E – PO / WO value:						650-00	
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			30-11-20				
Remarks: Final bill							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[Signature]						
Date	24/11/20						

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. 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 STOREDEALERS 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. **165**Date. 9/11/20M/s. Silver oak villas LLPSec-bad, Doc. No 70163/1597 dt 7/9/2020

Sl. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1.	onion			650	-00
TOTAL				650	-00

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.For **RITA SEEDS STORE**

Signature

Po No 70163



23222835
66778470

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, PESTICIDES,
FERTILIZERS & AGRI, EQUIPMENT ETC.,
3-6-295/4, Hyderguda, Hyderabad - 500 029.

Silver oak villas llp
Credit

Date..... 9/10

Manure

Rs 650.00

ODI PROPERTIES PVT. LTD.

INWARD

No. 41910

Date 10/10

Shop

INWARD WITH TIME:	
Inward No. 4866	Dr. 9/10/20
MRN No: 83809	Dtr 9/10/20
Received By:	Sign:
SILVER OAK VILLAS LLP	

650.00

9/10

Goods once sold will not be taken back or exchanged.

Purchase Order

Page(s) 1 Of 1

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, IIInd 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							
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.

