

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 31/12/20.		Prepared by: D.SOWMYA	
PO/WO no. 72929.		PO / WO Date. 14/12/20	
Supplier Name: Sri Venkata Durga Anjaneya Steel		PO/WO amount: 3,245	
Firm/Company: Sov Up		Project: Sov Up	
Sl. No.	Bill No.	Bill Date	Bill amount
1	3347	24/12/20.	3,245
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			3,245
Sl. No.	DC No	DC. Date	MRN No.
1.			86767
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:			3,245
Amount E - PO / WO value:			3,245
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 / WO?		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		2.1.2021	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			
Date	31/12/20	31/12/20	

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/-



E-mail : svdast@yahoo.com

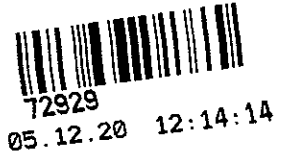
[illegible]

Purchase Order

Page(s) 1 Of 1

18-12-2020 1:37:33 PM

Orig



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

Sri Venkata Durga Anjaneya Steel Tubes
5-5-159,Near:Lala Temple,Ranigunj,Secunderabad-50003

GSTIN 36ABVPS3995A1Z1

040-66568520

9885057887

Doc No	72929	156235
Doc Date	14-12-2020	
Quote No	Nil	
Quote Date	14-12-2020	
SupplyType	Supply	

Kind Attn : Akhil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2048 - Carpentry - hardware - Anchor Bolt (pin type) - 6mm - nos	500.00	5.50	0.00	18.00	3,245.00
Total Order Value . . .					3,245.00
Rupees : Three Thousand Two Hundred Fourty Five 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 Working 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 Cloth hanger fixing purpose

Completion Date Nil

Measurement Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Venkata Durga Anjaneya Steel Tubes**

Name : _____

Date : __/__/__