

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 21.12.21		Prepared by: NEHA .C	
PO/WO no. 73130		PO / WO Date. 19/12/20	
Supplier Name obd Syst - put		PO/WO amount 5600	
Firm/Company Soullp		Project H O	
Sl. No.	Bill No.	Bill Date	Bill amount
1	1205	30/12/20	5600
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 5600			
Sl. No.	DC No	DC. Date	MRN No.
1.			
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:			
Amount E - PO / WO value: 5600			
Amount F - Difference (A - E): GST-18% 5600			
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. 5600 ☐ No	
Payment - due date			
Remarks: Adv chg and			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:			
Date	21.12.21	31	

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/-

(ORIGINAL FOR RECIPIENT)

Invoice No. 1205	Dated 30-Dec-2020
Supplier's Ref.	Other Reference(s)
Buyer's Order No. PO NO 73130	Dated 30-Dec-2020

Amount Chargeable (in words)	Total	2 NOS	₹ 5,600.00
Indian Rupees Five Thousand Six Hundred Only			E. & O.E

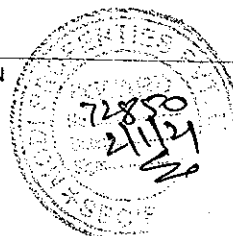
Tax Amount (in words) : Indian Rupees Eight Hundred Fifty Four and Twenty Four paise Only

Customer's Seal and Signature

for OBEL COMPUTERS PVT LTD

SUBJECT TO SECUNDERABAD JURISDICTION

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Purchase Order

Page(s) 1 Of 1

19-12-2020 10:32:06

Orig

73130
16.12.20 11:40:30

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

Obel systems pvt ltd
7, Ground floor, Jaya Mansion, Parklane, 126, S.D. Road, Sec-3.

GSTIN 36AAAC03677J1Z5
66382216

Doc No	73130	16763
Doc Date	19-12-2020	
Quote No	Nil	
Quote Date	19-12-2020	
SupplyType	Supply	

Kind Attn : Mr.Shiva

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4677 - Electrical - switches - Hub - 24port - nos	2.00	2,800.00	0.00	0.00	5,600.00
Rupees : Five Thousand Six Hundred Only.					Total Order Value . . . 5,600.00

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms 100% as advance

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Rs..... vide cheq.....

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for HO renovation work purpose

Completion Date Nil

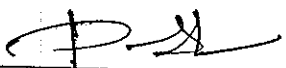
Measurment Nil

Security Nil

Remarks

For **Silver Oak Villas LLP**

Authorised Signatory

Name : 

Contact : _____

Accepted the above Terms And Conditions

For **Obel systems pvt ltd**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver oak Villas		Date:		18-12-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16763	
Material required before date:				ID No.		62404	

No	Description	Size	Quantity	Units	Inward No	Date
1	24 port switch		2	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Head office

Prepared By	Suneel	Approved by	
Sign. & Date	18-12-2020	Sign. & Date	

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

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE