

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 25/3/21		Prepared by: NEHA	
PO/WO no. 75621		PO / WO Date. 16/3/21	
Supplier Name Sree Sunil Enterprises		PO/WO amount 12,800/-	
Firm/Company Gov Up		Project Gov Up	
Sl. No.	Bill No.	Bill Date	Bill amount
1	975	17/3/21	12800/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12800/-
Sl. No.	DC No.	DC. Date	MRN No.
1.			90275
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:			12800/-
Amount E – PO / WO value:			12800/-
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		31/3/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	Neha		5 MAR 2021
Date	25/3/21	25/3	

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

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16-03-2021 2:56:11 PM



75621

15.03.21 12:26:20

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

Sree Sunil Enterprises

5-5-201/E, B.S.Complex,Ranigunj,Secunderabad-500003

Doc No 75621 183535

Doc Date 16-03-2021

Quote No NIL

Quote Date 16-03-2021

SupplyType Supply

9550555703

Kind Attn : Mr Sunil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 2107 - Carpentry - hardware - J bolts - NA - kgs	180.00	50.00	0.00	18.00	10,620.00
2 2145 - Carpentry - hardware - Nut bolts - Others - kgs	132.00	10.00	0.00	18.00	1,557.60
3 2289 - Carpentry - other - Washers - NA - nos	264.00	2.00	0.00	18.00	623.04

Total Order Value ... 12,800.64

Rupees : Twelve Thousand Eight Hundred and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms On delivery and installation

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Silver Oak Villas Part III
Sy.No.11,12,14,15,16,17,18,294

Phone. 0

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid NIL

Other Terms Payment will be made only after inspection of material.Above material for SOV-III labour quarter purpose.

Completion Date NA

Measurement Nil

Security Nil

Remarks

For Silver Oak Villas LLP

Authorised Signatory

Name : 16/03/2021

Accepted the above Terms And Conditions

For Sree Sunil Enterprises

Name : _____

Date : ____/____/____

Re

Company Name:		Silver Oak Villas LLP	
Site & Phase :		Silver Oak Villas-III	
Supplier			
Material required before date:		24-02-2021	
No	Description		
1	MS Round Pipes (2.7mm thick)		
2	MS Round Pipes (2.7mm thick)		
3	MS Round Pipes (2mm thick)		75060
4	GI Sheet (0.2mm thick)		
5	J-Bolts		
6	Nuts & bolts (4" thick) 10MM X 100MM		10
7	Watchers		
Remarks: For SOV-III Labor Quarters purpose			
Prepared By		G.Mona	
Sign. & Date		22-02-2021	
Note: On receipt of material at site write inward number an			

Payment Terms

After Delivery & Production of bill.