

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 18-4-21		Prepared by: BHAVANI	
PO/WO no. 76338		PO / WO Date. 10-4-21	
Supplier Name Elegant Enterprises		PO/WO amount 11,948	
Firm/Company Sov UP		Project Sov	
Sl. No.	Bill No.	Bill Date	Bill amount
1	0030	12-4-21	11,948
2			/
3			/
4			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			11,948
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	/	/	91198 ☐ 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:			11,948
Amount E – PO / WO value:			11,948
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		23-04-21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign: [Signature]			
Date: 18/4/21			

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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10-04-2021 12:09:53 PM



76338

30.03.21 5:01:54

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

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	76338	156429
Doc Date	10-04-2021	
Quote No	Nil	
Quote Date	10-04-2021	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4525 - Electrical - other - Ceiling fan - other - nos White	9.00	1,125.00	0.00	18.00	11,947.50
Total Order Value . . .					11,947.50

Rupees : Eleven Thousand Nine Hundred Fourty Seven and Paise Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of 'CG' brand, Seawind model
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
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	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for Club house, Creche and Kids bed room purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Silver Oak Villas LLP**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		Silver Oak Villas LLP		Date:		05-04-2021	
Site & Phase :		Silver Oak Villas		Time:		10.00	
Supplier				Req. No.		156429	
Material required before date:			07-04-2021		ID No.		65205

No	Description	Size	Quantity	Units	Inward No	Date
1	Mattress	2'8"x6'7"	01	Nos		
2	Pillow	small	02	Nos		
3	Ceiling Fans		09	Nos		
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Clubhouse Creche room and kids bed purpose

Prepared By		Aishwarya		Approved by			
Sign. & Date		05-04-2021		Sign. & Date			

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

