

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17-6-21		Prepared by:		M.ANIL	
PO/WO no.		77954		PO / WO Date.		11-6-21	
Supplier Name		-RITA seeds		PO/WO amount		3,650/-	
Firm/Company		SOV LLP		Project		SOV	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	361	14-6-21		4400/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						4,400/-	
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			92732	☐ 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:						4,400/-	
Amount E – PO / WO value:						3,650/-	
Amount F – Difference (A – E): GST-18%						= -750/-	
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. <u>7</u> ☐ No				
Payment – due date			21-6-21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	17/6/21	17/6	7 JUN 2021				

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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Page(s) 1 Of 1

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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 77594 156464**Doc Date** 11-06-2021**Quote No** Nil**Quote Date** 24-08-2019**SupplyType** Supply**Kind Attn : Mr. Suresh**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9532 - Tools - Grass cutter - NA - nos Hedge Cutter	4.00	500.00	0.00	0.00	2,000.00
2 9532 - Tools - Grass cutter - NA - nos Pruning Cutter	1.00	600.00	0.00	0.00	600.00
3 7166 - Plumbing - other - Sprinklers - NA - nos	3.00	350.00	0.00	0.00	1,050.00
Total Order Value . . .					3,650.00

Rupees : Three Thousand Six Hundred Fifty Only.

Terms and Conditions :-**Specification /** 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** 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**Measurement** Nil**Security** Nil**Remarks**For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

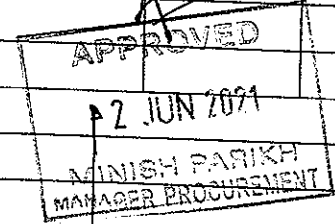
Accepted the above Terms And Conditions

For **Rita Seeds**

Name : _____

Date : ____/____/____

Company Name:		Silver Oak Villas LLP		Date:		31-05-21	
Site & Phase :		Silver Oak Villas		Time:		12.00	
Supplier				Req. No.		156464	
Material required before date:			07-06-2021		ID No.		66325
No	Description	Size	Quantity	Units	Inward No	Date	
1	Water Pipes 27596		3	Nos			
2	Sprinklers		03	Nos			
3	Head Cutters 27597		04	Nos			
4	Preccuing Cutter		01	Nos			
5							
6							
7							
8							
9							
Remarks: -For Gardening works purpose							
Prepared By		B.Meenakshi		Approved by			
Sign. & Date		31-05-21		Sign. & Date			



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