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	3650/-
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. ✓/- ☐ 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:	[signature]	[signature]	[signature]				
Date	17/6/21	17/6					

APPROVED 17 JUN 2021 MINISH PARIKH

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

 11-06-2021 4:23:55 PM

77594
10.06.21 10:31:08

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			
Rita Seeds	**Doc No**	77594	156464
Basheerbagh, Secunderabad.	**Doc Date**	11-06-2021	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	24-08-2019	
23222835,65168470 9949015953	**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 *Prunning 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
Penality 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
Measurment	Nil
Security	Nil
Remarks	

For *Silver Oak Villas LLP*
Authorised Signatory

Name : 12/06/2021

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 २७५९६		3	Nos		
2	Sprinklars		03	Nos		
3	Head Cutters २७५९४		04	Nos		
4	Preccuing Cutter		01	Nos		
5						
6						
7						
8						
9						

Remarks: -For Gardening works purpose

Prepared By	B.Meenakshi	Approved by	APPROVED 2 JUN 2021 MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	31-05-21	Sign. & Date	

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