PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	13/11/2021	Prepared by:	N. Shraya
PO/WO no.	81746	PO / WO Date.	18/10/2021
Supplier Name	Rita seeds	PO/WO amount	3,600/-
Firm/Company	G V Discovery center pvt Ltd	Project	119, 191, synergy square
Sl. No.	Bill No.	Bill Date	Bill amount
1	038	30/10/2021	3600/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,600/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–		☐ 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:	3,600/-
Amount E – PO / WO value:	3,600/-
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 (exp~~lained 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	28/11/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Shraya						
Date	12/11/2021						

APPROVED
13 NOV 2021
MINISH PARIKH
MANAGER PROCUREMENT

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/-

GSTIN : 36AKAPK8182D1Z8 **TAX INVOICE** ☎ : 23222835 : 66778470

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad-29 (T.S.) INDIA

No. 038 Date 30·10·2021

M/s G.V. Discovery Center pvt ltd

Geerbad PO No. 8174613366 dt 18-10-2021

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	plant cutter	1 no.	600-00	600	00
2.	plant cutter	3	800/-	2400	00
	knife	3	200/-	600	00
			TOTAL	3600	00

INWARD

Inward No: 913 Dt: 30/10/21

MRN No: Dt: 12/05

Received By: Ch. Murthy Sign:

Genome Valley Discovery Center Pvt. Ltd.

913

98669

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

payment within 15 days.

For RITA SEEDS STORE

Signature

No: 86522
Date: 6/11/21
Sign:
R.R. DIST.

 18-10-2021 15:59:31

Purchase Order

81746
18.10.21 2:06:31

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Rita Seeds Basheerbagh, Secunderabad.	**Doc No**	81746	13366
	Doc Date	18-10-2021	
GSTIN 36AKAPK8182D1Z8	**Quote No**	Nil	
23222835,65168470 9949015953	**Quote Date**	09-10-2020	
	SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9552 - Tools - Plant cutter - NA - nos *Prunning Cutter*	1.00	600.00	0.00	0.00	600.00
2	9552 - Tools - Plant cutter - NA - nos *Hedge Cutter*	3.00	800.00	0.00	0.00	2,400.00
3	9515 - Tools - Curpi - NA - nos *kurpi*	3.00	200.00	0.00	0.00	600.00
					Total Order Value . . .	**3,600.00**

Rupees : Three Thousand Six Hundred Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Nil
Transportation Cost	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 use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

8/202

For *G V Discovery Center Pvt Ltd*
Authorised Signatory

Name : ________

Name : ________

Accepted the above Terms And Conditions
For *Rita Seeds*

Date : __/__/__

1315

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	09.10.2021
Site & Phase :	SYNERGY 119,191	Time:	11:00 Hrs
		Req. No.	13366
Material required before date:	Urgent	ID No.	70214

No	Description	Size	Quantity	Units	Inward No	Date
1	Hedz cutters	std	03	nos		
3	kuripi	std	02	nos		
4	Pruning cutter	small	01	nos		
5	81746.					
6						
7						
8						
9						

Remarks: For garden use purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	09.10.2021	Sign. & Date	09.10.2021

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

9 OCT 2021

APPROVED

9 OCT 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Rita ~~stheets~~ sheets