

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 13/11/21		Prepared by: B. Menakshi	
PO/WO no. 78692		PO / WO Date. 16/7/21	
Supplier Name obel computer Pvt. Ltd.		PO/WO amount 5,000/-	
Firm/Company SOV LLP		Project	
Sl. No.	Bill No.	Bill Date	Bill amount
1	3545	16/7/21	5,000/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges): 5,000/-			
Sl. No.	DC No.	DC. Date	MRN No.
1.	-	-	15893
2.			
3.			
Amount B - Other Credits : Transportation charges			DC matches MRN
Amount C - Other Debits :			☒ Yes ☐ No
Amount D (D=A+B-C) - Amount to be credited to the supplier:			☐ Yes ☐ No
Amount E - PO / WO value:			☐ Yes ☐ No
Amount F - Difference (A - E): GST-18%			5,000/-
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			
Remarks:		25/11/21	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Murad	[Signature]					
Date	13/11/21	15/11					

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-Jul-21 2:08:29 PM



78692

12.07.21 11:12:24

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

Obel Computers Pvt Ltd
CTC, Parklane, Secunderbad

GSTIN -
66382216

Doc No	78692	156506
Doc Date	16-07-2021	
Quote No	nil	
Quote Date	16-07-2021	
SupplyType	Supply	

Kind Attn : Mr.Shiva

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 3528 - Computers and Peripherals - Wireless Router - NA - nos Sim based TP link router AC 1560	1.00	5,000.00	0.00	0.00	5,000.00
Total Order Value . . .					5,000.00
Rupees : Five Thousand Only.					

Terms and Conditions :-

Specification / Brand	TP Link router
Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	With in a 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 Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for site purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Silver Oak Villas LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Obel Computers Pvt Ltd**

Name : _____

Date : __/__/__

Requisition Form			
Company Name:		Silver Oak Villas LLP	Date:
Site & Phase :		Silver Oak Villas	14-07-21
Supplier			Time:
			10.00
Material required before date:		urgent	Req. No.
			156506
No	Description		ID No.
			CT 306

[illegible]

Prepared By	B.Meenakshi	Approved by
Sign.& Date	14-07-21	Sign. & Date

Sign. & Date	14-07-21	Approved by
Note: On receipt of material at site, main inspection		Sign. & Date

	14-07-21	Sign. & Date
Note: On receipt of material at site write inward number and date in last 2 columns.		

APPROVED
16 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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