

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/12/2021		Prepared by: Sai Kiran	
PO/WO no. 83515		PO / WO Date. 18/11/2021	
Supplier Name VIVID WORLD		PO/WO amount 271	
Firm/Company SOV		Project HO	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2212	18/11/2021	271
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			271
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:			271
Amount E - PO / WO value:			271
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. /- ☒ No	
Payment - due date		20/12/2021	
Remarks: final bill			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign:	<i>[Signature]</i>		
Date	11/12/21		
			MD
			Accounts - receiver of bill
			Accountant
			Accounts Manager

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

From Company : **Silver Oak Villas**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36

Supplier Details

Vivid World
204, Kubera Towers, Narayanaguda, Hyderabad.

GSTIN 36AVTPS1528D1ZB

6682-3161/6682-3171

92462-15868

Doc No	83515	183323
Doc Date	18-11-2021	
Quote No	Nil	
Quote Date	18-11-2021	
SupplyType	Supply	

Kind Attn : Mr. Vishal

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3523 - Computers and Peripherals - Toner refill - NA - nos HP 12A	1.00	230.00	0.00	18.00	271.40
Total Order Value . . .					271.40

Rupees : Two Hundred Seventy One and Paise Fourty Only.

Terms and Conditions :-

Specification / As per details given in the quotation

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Same Day

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil

Transportation Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not conforming to quality and specifications. Above order for HO Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For **Silver Oak Villas**

Authorised Signatory

Accepted the above Terms And Conditions

For **Vivid World**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

1540

Company Name:		Silver Oak Villas		Date:		18-11-2021	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183323	
Material required before date:				ID No.		71965	

No	Description	Size	Quantity	Units	Inward No	Date
1	12A toner refilling		1	No		
2						
3						
4						
5	83515					
6						
7						
8						
9						
10						

Remarks: This is for Head office

Prepared By	Suneel	Approved by	
Sign. & Date	18-11-2021	Sign. & Date	

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