PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	2/2/22	Prepared by	T.D. Mpeung	Serial no.	2225
Supplier name	Rita Seeds Store			HO inward no.	
Firm/Company	SONA	Project	SOO-1211	HO received date	
PO/WO date	16/12/21	PO/WO No.	83666	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	090	7/1/22	17,400-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,400-00

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	102050	Proof of delivery matches MRN	☑ 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:	17,400-00
Amount E – PO / WO value:	17,400-00
Amount F – Difference (A – E):	–
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	7/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	T.D. Mpeung				
Sign:	[signature]				
Date	2/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. 090 Date 7.1.2022

M/s Silver Oak Welfare Association.

Modi properties DOCNO 83666/19 1014 dt 16.12.21

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Lucida/Neem	4L-	1800-00	7200	00
2.	Compost	30kgs	200-00	6000	00
3.	Blitox	4kg	600-00	2400	00
4.	Manure	50kg		1600	00
5.	Neem Cake	5kg	40-00	200	00
			TOTAL	17400	00

INWARD WITH TIME:

Inward No: 100002 Dt: 7/1/22

MRN No: 102050 Dt: 08/01/022

Received By: Sign

SILVER OAK VILLAS LLP

7/1/22

8712311346

8712315649

TS10UB5649

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 89564 Date: 11/01 Sign:

Goods once sold will not be taken back or exchanged.

Subject to Hyderabad Jurisdiction.

payment within 15 days.

For **RITA SEEDS STORE**

for RITA SEEDS STORE.

1/2/22

Signature

Proprietor.

Purchase Order

83666
15.12.21 11:27:15

 16-12-2021 13:13:11

From Company : **Silver Oak Welfare Association**

.

G S T No. : .

Supplier Details			
Rita Seeds	**Doc No**	83666	191014
Basheerbagh, Secunderabad.	**Doc Date**	16-12-2021	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	16-12-2021	
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	3124 - Chemicals - Nuvan - NA - ltrs *1ltrs*	4.00	1,800.00	0.00	0.00	7,200.00
2	3145 - Chemicals - Vermicompost - 25 Kgs - bags *20kg*	30.00	200.00	0.00	0.00	6,000.00
3	3103 - Chemicals - Blitex - NA - kgs *500grms*	4.00	600.00	0.00	0.00	2,400.00
4	3144 - Chemicals - D.A.P - NA - Kgs *Manuer 50kg*	1.00	1,600.00	0.00	0.00	1,600.00
5	3121 - Chemicals - Neem care powder - NA - kgs *1kg*	5.00	40.00	0.00	0.00	200.00
					Total Order Value . . .	**17,400.00**

Rupees : Seventeen Thousand Four Hundred 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	Next Day.
Delivery Location	Silver Oak Villas I & II . Phone. .
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 site gardening 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 Welfare Association*

Authorised Signatory

Name : ________

Accepted the above Terms And Conditions

For *Rita Seeds*

Name : ________

Date : __/__/___

1558

Requisition Form

Company Name:	Silver Oak welfare Association	Date:	14-12-2021
Site & Phase :	Silver Oak Villas I & II	Time:	13.00
Supplier		Req. No.	191014
Material required before date:	urgent	ID No.	72079

No	Description	Size	Quantity	Units	Inward No	Date
1	NUVAN		4	Liters		
2	Varmi compost		30	bags		
3	Biltex Powder		4	Packets		
4	DAP		50	Kgs		
5	Neem Powder		5	Bags		
6	83666					
7						
8						
9						
10						

Remarks: -For Gardening work purpose

Prepared By	B.Meenakshi	Approved by	
Sign.& Date	14-12-2021	Sign. & Date	

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

APPROVED
15 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE