PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	22/3/22	Prepared by:	[illegible]
PO/WO no.	86537	PO / WO Date.	19/3/22
Supplier Name	SRI Balaji PRINTERS	PO/WO amount	1176/-
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1.	063	19/3/22	1176/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	063	19/3/22		□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount B –Other Credits :_	
Amount C –Other Debits :_	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1176/-
Amount E – PO / WO value:	1176/-
Amount F – Difference (A – E):	

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	28/3/22

Remarks:_

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	APPROVED BY					
Date	22/3/22	22 MAR 2022					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

SRI Balaji PRINTERS

☛ SCREEN PRINTING ☛ OFFSET PRINTING,
☛ MULTI COLOUR ☛ PRINTING SIGN BOARDS
☛ SHOP BOARDS ☛ COMPUTER STATIONERY PRINTING
ALL TYPES OF PRINTING WORKS

3-2-289, Beside Anjali Theatre,
Opp. Sai Baba Temple,
Avulamanda, Secunderabad.
Mobile : 98488 61473
99666 61473
sribalajiprinters@rediffmail.com
sribalajiprinters1985@gmail.com

TAX INVOICE

To,
Vista Homes
5-4-187/3&4, II Floor, MG. Road,
Secunderabad - 500 003.
Customer GSTIN : **36AAGFV2068P1ZJ**

Bill No. : 063
Dated : 14-03-2022
DC No. :
DC Date :
PO No. :

S.No.	Description	HSN CODE	SGST %	CGST %	QTY	Rate	Amount
1	Visiting cards of Sanjeet Singh K	49111010	6	6	200No	1.75/-	350.00
2	Visiting cards of Venu Gopal Reddy	49111010	6	6	200No	1.75/-	350.00
3	Visiting cards of G. Madhusudan	49111010	6	6	200No	1.75/-	350.00

Bank Details :

Name : Kotak Mahendra Bank
A/c No. : 7945120749
Branch : General Bazzer, Secunderabad
IFSC : KKBK0007450

TOTAL	1050.00
SGST TOTAL	63.00
CGST TOTAL	63.00
NET	1,176.00

Terms & Conditions:
- Interest at the rate 36% per annum will be charged on after the due date
- Material once printed cannot be changed or replaced
- Subject to Secunderabad Jurisdiction

For SRI BALAJI PRINTERS

Authorised Signatory

GSTIN : 36AXNPP1921H2ZA

Purchase Order

 19-03-2022 11:17:54

86537
16.03.22 2:13:31

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
Sri Balaji Printers	**Doc No**	86537	166987
3-2-289,Beside Anjali Theatre, Opp.Sai Baba Temple,Avulamanda, Secunderbad.	**Doc Date**	19-03-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	19-03-2022	
9848861473/9603650074	**SupplyType**	Supply	

Kind Attn : Mr.P.Shanker

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7653 - Stationery - printing - Visiting cards - NA - nos *Visiting Cards of Sanjeet Singh.K, Venugopal Reddy, G. Madhusudan*	600.00	1.75	0.00	12.00	1,176.00
					Total Order Value . . .	**1,176.00**

Rupees : One Thousand One Hundred Seventy Six Only.

Terms and Conditions :-

Specification / Brand Visiting Cards of Soham Modi, Jai Kumar, A.Sambasiva Rao, C. Raj Kumar

Payment Terms Against Delivery & Production of bill.

Tax All taxes included in above price.

Delivery Date Delivered

Delivery Location Vista Homes
Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school
Phone. Contact: Mr. Khader - 7893844733

Penality 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 for staff identification purpose.

Completion Date 19-03-2022

Measurment Nil

Security Nil

Remarks

For *Vista Homes*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Sri Balaji Printers*

Name : ____________

Date : __/__/____