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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	7/9/22	Prepared by	Kavitha	Serial no.	7967
Supplier name	Summit sales llp-SOV			HO inward no.	
Firm/Company	vista homes	Project	vista	HO received date	
PO/WO date	26/7/22	PO/WO No.	90392	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4768	29/7/22	1,713/-	☑ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1713/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103864	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:	1713/-
Amount E – PO / WO value:	1713/-
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	12/9/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	7/9/22				
Date					
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.

DELIVERY CHALLAN

SUMMIT SALES LLP

5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s Vista Homes

Site:

DC No.	: 4768
Date	: 29/7/22
Vehicle No.	: TS 10 UB 3123
P.O. / W.O. No.	: 90393/180943
P.O. / W.O. Date	: 26/07/22

Sl. No.	PARTICULARS	Quantity
1	PPc Cement 50kgs	5 nos
2	Janta paste	2 nos
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		7 nos

INWARD
Inward No: 26162 Dt: 29/07/2022
MRN No: 103864 Dt: 29/07/2022
Received By: V. Sanketh Sign:
Vista Homes

GSTIN :

Received the above materials in good condition.

Received by : Madhu

Date : 29/7/22

Stamp:

SUMMIT SALES LLP R.R. DIST.
INWARD No. 81615 Date: 2/8/22 Sign:

For SUMMIT SALES LLP

Authorised Signatory

Purchase Order

 26-07-2022 13:18:49

90393
14.07.22 12:47:29

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

Supplier Details			
Summit Sales LLP-SOV	**Doc No**	90393	180940
5-4-187/3&4, II nd Floor, Soham Mansion, M.G.Road, Secunderabad-500003	**Doc Date**	26-07-2022	
	Quote No	Nil	
GSTIN 0	**Quote Date**	26-07-2022	
040-66335551 040-66335551	**SupplyType**	Supply	

Kind Attn : Sandesh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	921800 - CEME-Cement - PPC-- - 50kg - Bags	5.00	236.72	0.00	28.00	1,515.01
2	6548 - Paints - Janata Paste - NA - kgs	2.00	84.00	0.00	18.00	198.24
					Total Order Value . . .	**1,713.25**

Rupees : One Thousand Seven Hundred Thirteen and Paise Twenty Five Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
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	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for F-105, C-308 flats & misc works 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 deli vary /DC can be sent by email.

For ***Vista Homes***

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For ***Summit Sales LLP-SOV***

Name :

Date : __/__/____

Requisition Form							
Company Name	Vista homes	Date:	25-07-2022				
Site & Phase :	Vista homes	Time:	17:00				
Supplier:	SOV-III	Req. No.	180940				
Material required before	28-07-2022	ID No.	78335				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	CEME9218-Cement-PPC--50kg-Bags 236/72	5		5			
2	CHEM5153-Chemical-Jantha Paste-Epoxy--Bharat Polymers-400gms-Nos	2		2			
3							
4	90393						
5							
6							
Remarks:	For F-105, C-308 flats and miscellaneous purpose						
	Engineer	Project		Purchase		MD	
Prepared By:	V.Sanketh						
Approved By:							
Sign & Date:							

APPROVED
27 JUL 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE