

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		05/06/23		Prepared by	V. RAVI	Serial no.	18679
Supplier name		Paler & Co.				HO inward no.	
Firm/Company		VOC		Project	VOC	HO received date	
PO/WO date		28/02/23		PO/WO No.	97649	Scan ID.	
Sl no.	Bill no.		Bill date		Bill amount	Original attached	
1.	4980		04/03/23		2688.00	☒ Yes ☐ No	
2.						☐ Yes ☐ No	
3.						☐ Yes ☐ No	
4.						☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):						2688.00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report							
MRN nos.:	118170				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:						2688.00	
Amount E – PO / WO value:						2688.00	
Amount F – Difference (A – E):						NIL	
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				Already debit balance is this			
Remarks: find bill & close this po.							
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager		
Name:		V. RAVI					
Sign:		<i>[Signature]</i>					
Date		05/06/23					
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.



Form for closure of purchase order

PO no.: 97149	PO date: 28.02.23	Req. no.: 66592	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N / ☐ Copy available	POD available ☒ Y/ ☐ N		
Data required from site/engineers:				
MRN nos. related to PO	118170			
☐ Part material received.	☒ Full material received.	☐ Material not received.		
☐ Close PO - Balance material will be re-ordered by new requisition.				
☐ Cancel PO. Material not required.	☐ Cancel PO. Material will be re-ordered by new requisition			
☐ Keep PO open. Material required.	☐ Keep PO open. Work under progress.			
Remarks by engineer: full mtl received.				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Devi	Sign: [Signature]	Date: 29/05/23		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☒ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				
6.				
7.				
Remarks by Accountants: Bill not Received.				
Prepared by:	Sign:	Date:		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by: S. Srinivasan	Sign: S. Srinivasan	Date: 31/05/2023		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	4986 (DC no.)	04.03.23	2688.04	118170
2.				
3.				
4.				
Remarks: Need Certified True copy Enclosed DC. (RTGS not Done)				
Prepared by: Ravi	Sign: [Signature]	Date: 01/06/23		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).	☐ Prepare bill in SSLLP for material supplied.			
☒	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☐	Close PO	☐	Keep PO open. Material awaited	
☐	Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date: 02 JUN 2023		

APPROVED BY
Date: 02 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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28-02-2023 3:02:33 PM



97649

16.02.23 5:15:18

From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details

PATEL & CO
H No-8-7-177/5, Plot no-4& 21, Swarnadhama Nagar, Dairy farm Road,
Old bowenpally, Secunderabad- 500011

GSTIN 36AEJPP6112M1Z6

27050751,27066567,64513751.

9440190816

Doc No	97649	66592
Doc Date	28-02-2023	
Quote No	Nil	
Quote Date	25-02-2023	
SupplyType	Supply	

Kind Attn : Suresh Patel

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 10049 - Plumbing - PVC - Tap two in one - NA - nos	2.00	1,139.00	0.00	18.00	2,688.04
Total Order Value . . .					2,688.04
Rupees : Two Thousand Six Hundred Eighty Eight and Paise Four Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance payment
Tax	Included in the above prices
Delivery Date	With in 5 days
Delivery Location	Villa Orchids kowkur, Alwal Phone. .
Penalty For Delay	Nil
Transportation	Nil
Warranty	15 years any manufacturing defected, replacement warranty
Advance Paid	Rs.2,688-by RTGS/NEFT (Nil done) 01/1/23.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for villa no.12& 258 plumbing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Villa Orchids LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **PATEL & CO**

Name : _____

Name : _____

Date : ____/____/____

Contact : -

Requisition Form

Company Name:		VOC LLP		Date:		25-02-23	
Site & Phase :		VOC		Time:		17:00	
Supplier				Req. No.		66592	
Material required before date:			26-02-2023		ID No.		84677
No	Description	Size	Quantity	Units	Inward No	Date	
1	2 in 1 Tap		02	No			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: - For villa no 12 & 258 plumbing purpose.							
Prepared By		A Suresh		Approved by			
Sign. & Date		25-02-2023		Sign. & Date			

APPROVED
27 FEB 2023
P. VENKATESHWARLU
MANAGER PURCHASE

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



CERA

GSTIN : 36AEJPP6112M1Z6

M/s.

D.C. No. 4986

976A

Date : _____

Transport :

GSTIN :

Summit Sales Ltd.
100 Ward
No. 87418
Date 13/3/28
Sign: [Signature]

P.A. 04/03/23
TS100B5649

INWARD
Di: 04/03/23
06/03/23
Inward No. 1072
MRN No. 11870
Received By
A ORCHIDS LLC
and order and condition.

Please receive the above mentioned goods in good order and condition.

For Patel & Co.

Receiver's Signature

Authorised Signature



CERA

H.No. 8-7-177/5, Plot No. 4 & 21, Swarnadhama Nagar, Dairy Farm Road,
Old Bowenpally, Secunderabad - 500011, Ph : +91 8977213751 +91 7737513751
GSTIN : 36AEJDD04485

GSTIN : 36AEJPP6112M1Z6

M/s. Vishal Orchids LLP

Sh

D.C. No. **4986**

9761

Date: 4/3/22

Transport :

GSTIN :

[illegible]

Please receive the above mentioned goods in good order and condition

Receiver's Signature

For Patel & Co.

Authorised Signature

e-Invoice

Invoice No. 4986	Dated 4-Mar-23
Delivery Note 4986	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. 97649	Dated
Dispatch Doc No.	Delivery Note Date 4-Mar-23
Dispatched through	Destination
Terms of Delivery	

VILLA ORCHIDS LLP
5-4-187/3 & 4 2 ND FLOOR, M.G
ROAD, SECUNDERABAD
GSTIN/UIN : 36AANFG4817C1ZH
State Name : Telangana. Code : 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	F2008161 2way Bibcock	84819090	2.00 nos	1,139.00	nos		2,278.00
	<i>CGST Output</i>						205.02
	<i>SGST Output</i>						205.02
	<i>Roundoff</i>						(-)0.04
	<i>Less :</i>						
							
	Total		2.00 nos				₹ 2,688.00

Amount Chargeable (in words)

INR Two Thousand Six Hundred Eighty Eight Only

E. & O.E.

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84819090	2,278.00	9%	205.02	9%	205.02	410.04
Total	2,278.00		205.02		205.02	410.04

Tax Amount (in words) : **INR Four Hundred Ten and Four paise Only**

Company's PAN : AEJPP6112M

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : Hdfc Bank 3498

A/c No. : 50200023943498

Branch & IFS Code: **Malkajgiri & HDFC0001022**

Customer's Seal and Signature



This is a Computer Generated Invoice