PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/06/2020	Prepared by:	MINISH.
PO/WO no.	67524	PO / WO Date.	28/05/2020
Supplier Name	Swastik Commercial Corp	PO/WO amount	12,000/-
Firm/Company	VOC LLP.	Project	VOC LLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	047/2020-21	02/06/2020.	12,000/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			12,000/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	047/2020-21	02/06/2020.	79548	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B – Other Credits :	–
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	12,000/-
Amount E – PO / WO value:	12,000/-
Amount F – Difference (A – E):	–

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explaine
Is difference between PO / Bill acceptable?	☑ Yes □ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits □ No (explained belo
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained belo
Advance paid / PDC given (deduct when paying)	□ Yes – Rs. ___/- ☑ No
Payment – due date	22/06/2020.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	A...
Sign:							
Date		15/6					

APPROVED
15 JUN 2020
MINISH PARIKH
MANAGER PROCUREMENT

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. 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 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 transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value ex 10,000/- 7. MD to approve all bills above 1,00,000/-

Tax Invoice

(ORIGINAL FOR RECIPIENT)

Swastik Commercial Corporation
7-2-626(3561/3) R.P.ROAD
SECUNDERABAD-500003
Ph.No:040-27705974
GSTIN/UIN: 36AEMPJ3074R1ZS
State Name : Telangana, Code : 36
E-Mail : swastikcommercial999@gmail.com

Buyer
Villa Orchids LLP
M.G.Rd
Secunderabad
GSTIN/UIN : 36AANFG4817C1ZH
State Name : Telangana, Code : 36

Invoice No. **047/2020-21**	Dated **2-Jun-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **67524 63344**	Dated **28-May-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Cg 48" 1200mm Seawind C/fan**	8414	**10 NOS**	1,016.95	NOS	**10,169.50**
	CGST Output					915.26
	SGST Output					915.26
	Less : *Add Round Off*					(-)0.02
	Total		**10 NOS**			**₹ 12,000.00**

E & O E

INWARD
Inward No: 4999 Dt: 02 06 20
MRN No: 7954 Dt: 04 6 20
Received By: Signature:
VILLA ORCHID LLP

MODI ... PVT. LTD. SEC'BAD
INWARD
No: 66214
Date: 11/6/20
Sign:

Amount Chargeable (in words)
INR Twelve Thousand Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	10,169.50	9%	915.26	9%	915.26	1,830.52
Total	**10,169.50**		915.26		915.26	1,830.52

Tax Amount (in words) : **INR One Thousand Eight Hundred Thirty and Fifty Two paise Only**

Company's Bank Details
Bank Name: Dena Bank Account
A/c No.: 056111024016
Branch & IFS Code: R.P.Road & BKDN0610561

Company's PAN : **AEMPJ3074R**

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

for Swastik Commercial Corporation

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 29-05-2020 12:20:12 PM

67524
23.05.20 2:03:42

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

Supplier Details			
Swastik Commercial Corporation 3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc No**	67524	63344
	Doc Date	28-05-2020	
	Quote No	Nil	
GSTIN 36AEMPJ3074R1ZS 27707596	**Quote Date**	28-05-2020	
27705974 9848178680	**SupplyType**	Supply	

Kind Attn : Mohanlal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4525 - Electrical - other - Ceiling fan - other - nos *white*	10.00	1,200.00	0.00	0.00	12,000.00
					Total Order Value . . .	**12,000.00**

Rupees : Twelve Thousand Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand Sea wind model
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Villas Orchids Behind: Janapriya, Kowkur. Phone. 9502232100/9502266233
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for Site V.no.211,42 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Swastik Commercial Corporation***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	26-05-2020
Site & Phase:	VOC	Time:	12.30
Supplier:		Req. No.	63344
Material required before :	**02-06-2020**	ID No.	57197

No	Description	Size	Quantity	Units	Inward No	Date
1	Ceiling fans (white color)	STD	10	Nos		
2						
3	67524					
4						
5						

Remarks: For villa no 211& 42 offer given by cr Depot.

Prepared By	A Suresh	Approved by	
Sign.& Date	26-05-2020	Sign. & Date	

APPROVED BY

SOHAM MODI
MANAGING DIRECTOR

28-05-2020 1:38:30 PM

Estimate/Draft PO

Original / Office Copy / Purchase Div.Copy

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

Supplier Details

Swastik Commercial Corporation
3561/3, (7-2-626), R.P.Road, Secunderabad.

GSTIN 36AEMPJ3074R1ZS
27707596
27705974
9848178680

Doc No	67524	63344
Doc Date	28-05-2020	
Quote No	Nil	
Quote Date	28-05-2020	
SupplyType	Supply	

Kind Attn : Mohanlal

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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
MAY 2020
SOHAM MODI
MANAGING DIRECTOR

T Bh

For ***Villa Orchids LLP***
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For ***Swastik Commercial Corporation***

Name : ____________________

Date : __/__/____