PURCHASE DIVISION

Advice for approval for credit to supplier

	14/6/20	Prepared by:	Prabhakar
√O no.	67580	PO / WO Date.	29.5.20
pplier Name	Swastik Commercial Corporation	PO/WO amount	4,800-00
Firm/Company	VHOA	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1.	048/20-21	2/6/20	4,800-00
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,800-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			79534	☑ 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:	4800-00
Amount E – PO / WO value:	4800-00
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	22/8/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		14/6					

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/-

(ORIGINAL FOR RECIPIENT)

Tax Invoice

vastik Commercial Corporation
2-626(3561/3) R.P.ROAD
ECUNDERABAD-500003
n.No:040-27705974
STIN/UIN: 36AEMPJ3074R1ZS
tate Name : Telangana, Code : 36
-Mail : swastikcommercial999@gmail.com

uyer
Vista Homes Owners Association
5-4-187/3&4,2nd Floor
M.G.Rd
Secunderabad
State Name : Telangana, Code : 36

Invoice No. **048/2020-21**	Dated **2-Jun-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. **67580 99587**	Dated **29-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	4 NOS	1,016.95	NOS	4,067.80
	CGST Output					366.10
	SGST Output					366.10
	Total		4 NOS			₹ 4,800.00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 85968 Date: 5/6/20 Sign:

E & O E

Amount Chargeable (in words)
INR Four Thousand Eight Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	4,067.80	9%	366.10	9%	366.10	732.20
Total	4,067.80		366.10		366.10	732.20

Tax Amount (in words) : **INR Seven Hundred Thirty Two and Twenty 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

SWASTIK COMMERCIAL CORPORATION Ph: 27705974 27832674

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 24704 Dt: 02/6/20
MRN No: 79534 Dt:
Received By Sign:
Vista Homes

Purchase Order

 29-05-2020 12:20:12 PM Or

67580
23.05.20 2:09:44

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

Supplier Details			
Swastik Commercial Corporation 3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc No**	67580	99587
	Doc Date	29-05-2020	
	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*	4.00	1,200.00	0.00	0.00	4,800.00
					Total Order Value . . .	**4,800.00**

Rupees : Four Thousand Eight Hundred 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
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 CLUB HOUSE purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes Owners Association*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Swastik Commercial Corporation***

Date : __/__/____

Name :

Requisition Form

Company Name:	VISTA HOMES OWNERS ASSOSIATION	Date:	23.05.2020
Site & Phase :	PHASE-1	Time:	03:20
Supplier		Req. No.	99587
Material required before date:	28-05-2020		57248

No	Description	Size	Quantity	Units	Inward No	Date
1	Ceiling Fan 67580	Std	04	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Remarks: For Club House purpose.

Prepared By	T.MADHU	Approved by	APPROVED BY 29 MAY 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	23.05.2020	Sign. & Date	

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