PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/20	Prepared by:	T. Bhasker
PO/WO no.	68246	PO / WO Date.	24/6/20
Supplier Name	Lepakshi Impex	PO/WO amount	3780
Firm/Company	VOC LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	1429	26/6/20	3780
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3780

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80703	☑ 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:	3780
Amount E – PO / WO value:	3780
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	10/7/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 06 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	6/7/20	6/7					

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/-

TAX INVOICE

Invoice No. : 1429

Date : 26/06/2020.

State Code : 36

LEPAKSHI TARPAULIN INDUSTRIES

Lepakshi

1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.

Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,

E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)

Name : Villa orchids LLP.

Address : 5-4-187/3 & 4, 2ND Floor, M.G. Road, Sec-bad-03.

Ph. Cell :

GSTIN/UIN : 36AANFG4817C1ZH

P.O. No. & Dt. 68246/63379 - 24/06/20

Details of Consignee (Shipped to)

Name :

Address :

Ph. Cell :

GSTIN/UIN :

Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	~~IGST~~ Rate	~~IGST~~ Amount
1)	6201	Rain coats	9	400		3600	2.5%	90	2.5%	90		
		67090 4/7/20										
						3600	+	90	+	90	=	3780/-

INWARD
Inward No: 15100 Dt: 01/07/20
MRN No: 80703 Dt: 02/07/20
Received By: Sign:
VILLA ORCHID LLP
16:36

(Rupees : in words Three thousand Seven hundred Eight only only)

E-way Bill No.

TOTAL INVOICE RS. - 3780/-

TERMS & CONDITIONS :
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

OUR BANK DETAILS :

Bank Name : PUNJAB NATIONAL BANK
Bank Account Number : 3631002100019635
Branch : M.G. Road, Sec'bad
IFSC : PUNB0363100

For LEPAKSHI TARPAULIN INDUSTRIES

Authorised Signatory

Purchase Order

 24-06-2020 2:36:42 PM

68246
24.06.20 12:19:11

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

Supplier Details			
Lepakshi Tarpaulin Industries # 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3.	**Doc No**	68246	63379
	Doc Date	24-06-2020	
GSTIN 36ADOPN7656C1Z7 2770 6071	**Quote No**	Nil	
66486071 9642662732	**Quote Date**	22-06-2020	
	SupplyType	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4052 - Consumables - Raincoats - NA - nos	9.00	400.00	0.00	5.00	3,780.00
					Total Order Value . . .	**3,780.00**

Rupees : Three Thousand Seven Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Lotus' brand.
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	Included by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site staff use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Lepakshi Tarpaulin Industries***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	18.06.2020
Site & Phase:	VOC	Time:	11:57
Supplier:	SSLLP	Req. No.	63379
Material required before :	**Urgent**	ID No.	~~58~~ 57878

No	Description	Size	Quantity	Units	Inward No	Date
1	Rain coat for lady engineers	Small	03	nos		
2	Rain coat for site engineers 68246	Medium	06	nos		

Remarks: for villas cleaning purpose

Prepared by	S .Sharvani	Approved by	A.Suresh
Sign.& Date	18.06.2020	Sign. & Date	18.06.2020

APPROVED BY
24 JUN 2020
SOHAM MODI
MANAGING DIRECTOR