


PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		6-7-20		Prepared by:		T.D. Muleed	
PO/WO no.		68178		PO / WO Date.		22/6/2020	
Supplier Name		Shivshakti machine Tools Hardware and Ele.		PO/WO amount		Rs. 1,475/-	
Firm/Company		Vista Homes		Project		Vista Homes	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	562	25/6/2020	Rs. 1,475/-				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 1,475/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	562	25/6/20	80583	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:						Rs. 1,475/-	
Amount E – PO / WO value:						Rs. 1,475/-	
Amount F – Difference (A – E):							
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. /- <input checked="" type="checkbox"/> No				
Payment – due date			11/7/20.				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	22/6/20	22/6/20	22/6/20				

APPROVED
06 JUL 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. 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

	Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : smtsecunderabad@gmail.com	Invoice No. 2020-21/562/SS	Dated 25-Jun-2020
		Delivery Note Supplier's Ref. 562	Mode/Terms of Payment Other Reference(s)
Buyer Vista Homes 5-4-187/3 & 4, IInd Floor, M.G Road, Secunderabad GSTIN/UIN : 36AAGFV2068P1ZJ State Name : Telangana, Code : 36	Buyer's Order No. 68178-99649	Despatch Document No.	Dated 22-Jun-2020
	Despatched through	Destination	Delivery Note Date
Terms of Delivery			

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Cut Off Wheel 4"(B)	68042390	50 pc	25.00	pc		1,250.00
	CGST						112.50
	SGST						112.50
Total			50 pc				₹ 1,475.00

Amount Chargeable (in words)

E. & O.E

INR One Thousand Four Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
68042390	1,250.00	9%	112.50	9%	112.50	225.00
Total	1,250.00		112.50		112.50	225.00

Tax Amount (in words) : **INR Two Hundred Twenty Five Only**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. Interest will be charged on overdue invoices @ 24 % P.A if more than 45 days.

Company's Bank Details

Bank Name : **ICICI Bank**
 A/c No. : **112105501160**
 Branch & IFS Code : **M.G Road & ICIC0001121**

for Shiv Shakti Machine Tools Hardware and Electricals


 Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 24073	Dt: 27/6/20
MRN No: 80583	Dt:
Received By:	Sign:
Vista Homes	



Purchase Order

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22-06-2020 4:07:29 PM



68178

20.06.20 3:01:17

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

Supplier Details

Shiv Shakti Machine Tools Hardware & Electricals
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)

GSTIN 36ADQFS9120G1ZQ

8121002491

8374457644

Doc No	68178	99649
Doc Date	22-06-2020	
Quote No	Nil	
Quote Date	02-06-2017	
SupplyType	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9550 - Tools - Machine Blade - other - nos Rod Cutting Blade 4"	50.00	25.00	0.00	18.00	1,475.00
Total Order Value . . .					1,475.00

Rupees : One Thousand Four Hundred Seventy Five Only.

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**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

Penalty For Delay Nil**Transportation Cost** Transport cost shall be borne 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 works purpose.**Completion Date** Nil**Measurement** Nil**Security** Nil**Remarks**For **Vista Homes**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Vista Homes		Date:		19.06.2020	
Site & Phase :		Vista Homes		Time:		11:40	
Supplier:			Req. No.			99649	
Material required before date:			24.06.20		ID No.		
						57784	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Insulation Tapes		100	No's			
2	Chalk pieces Box		25	Boxes			
3	Hacksaw Blade Double side		100	No's			
4	Rod cutting Blade		05	Box			
5	Tile Grout		20	Pkts			
6	MS Nails 2 1/2"		05	Kg			
7	Gova Rope		10	Bundles			
8							
9							
10							
Remarks: For site use purpose.							
Prepared By		Snehapriya		Approved by		Madhu	
Sign.& Date		19.06.2020		Sign. & Date			

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

Requisition Form

Company Name:		Vista Homes		Date:		16.06.2020	
Site & Phase :		Vista Homes		Time:		14.30	
Supplier			Req. No.				
Material required before date:			14.02.2020		ID No.		
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
Remarks: For							
Prepared By		Madhu		Approved by		Madhu	
Sign.& Date		19.06.2020		Sign. & Date			

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