PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	6/7/20	Prepared by:	T.D. Nguneef
PO/WO no.	67687	PO / WO Date.	4/6/20
Supplier Name	Gautam Traders	PO/WO amount	Rs.38,186/-
Firm/Company	Vista Houses	Project	Vista Houses.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	56	30/6/20	Rs. 41,136/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 41,136/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	56	30/6/20	80671	☑ 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:				Rs. 41,136/-
Amount E – PO / WO value:				Rs. 38,186/-
Amount F – Difference (A – E):				Rs 2,950/-

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. 38,186 /- □ No
Payment – due date	11/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 06 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	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/-

67687- 99606 **Tax Invoice** *(ORIGINAL FOR RECIPIENT)*

GAUTAM TRADERS #2-2-99&100 (60/1 & 2) Pan Bazar, Ranigunj, Secunerabad-500003 Mobile No:9246534583 GSTIN/UIN: 36AADFG1002D1ZA State Name : Telangana, Code : 36 Contact : 9246534583 E-Mail : enquirygautam123@gmail.com	Invoice No. **56**	Dated **30-Jun-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **37/F6/CR**	Other Reference(s)
Consignee **Vista Homes** 5-4-187/3&4,2ND FLOOR,M.GROAD. Secunderabad GSTIN/UIN : 36AAGFV2068P1ZJ State Name : Telangana, Code : 36	Buyer's Order No. 67687	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
Buyer (if other than consignee) **Vista Homes** 5-4-187/3&4,2ND FLOOR,M.GROAD. Secunderabad GSTIN/UIN : 36AAGFV2068P1ZJ State Name : Telangana, Code : 36	Terms of Delivery TS10UV 3545	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**CC SHEET** *10FX3.5=10*	7210	**350.00 SQF**	33.50	SQF	**11,725.00**
2	**CC SHEET(SQF)** *22FX3.5=8*	7210	**616.00 SQF**	33.50	SQF	**20,636.00**
						32,361.00
	Transport Charges					**2,500.00**
	OUTPUT CGST@9%			*9*	*%*	**3,137.49**
	OUTPUT SGST@9%			*9*	*%*	**3,137.49**
	Round Off					**0.02**
	Total		**966.00 SQF**			**₹ 41,136.00**

INWARD
No: 24889 Dt: 30/6/20
No: 80671 Dt:
Received By: Sign:
Vista Homes

E. & O.E

Amount Chargeable (in words)

INR Forty One Thousand One Hundred Thirty Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
7210	34,861.00	9%	3,137.49	9%	3,137.49	6,274.98
Total	**34,861.00**		**3,137.49**		**3,137.49**	**6,274.98**

Tax Amount (in words) : **INR Six Thousand Two Hundred Seventy Four and Ninety Eight paise Only**

67086
4/7/20

Company's PAN : **AADFG1002D**

Company's Bank Details
Bank Name : **CITY UNION BANK**
A/c No. : **076120000039380**
Branch & IFS Code : **Pan Bazar , Secunderabad & CIUB0000076**

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

Customer's Seal and Signature

for GAUTAM TRADERS

Authorised Signatory

GAUTAM TRADERS 9246534583
A/c.O.D.No:076120000039380
CITY UNION BANK LTD. 27577334
M.G. Road, Rnj, Sec'bad-3. T.S.
IFSC CODE:CIUB0000076

This is a Computer Generated Invoice

Purchase Order

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67687
03.06.20 12:48:12

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

Supplier Details

Gautam Traders
Pan Bazar, Secunderabad - 500 003

GSTIN 36AADFG1002D1ZA   66388456.
2771-2740 / 5538-2111 / 5538-8456   9246534583/9949490981

Doc No	67687	99606
Doc Date	04-06-2020	
Quote No	Nil	
Quote Date	06-08-2019	
SupplyType	Supply	

Kind Attn : Mr. Gautam Jain.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8087 - Steel - other - MS Sheet - NA - sft *10'0 x 3'6" - 10 nos - Powder coated*	350.00	33.50	0.00	18.00	13,835.50
2	8087 - Steel - other - MS Sheet - NA - sft *22'0 x 3'6" - 08 nos - Powder coated*	616.00	33.50	0.00	18.00	24,350.48
					Total Order Value . . .	**38,185.98**

Rupees : Thirty Eight Thousand One Hundred Eighty Five and Paise Ninty Eight Only.

Terms and Conditions :-

Specification / Brand	Items in sl.no. 1 shall be of ISI brand. 0.50mm thick. Off White colour.
Payment Terms	Against delivery of all materials and production of bill.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
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	Extra.
Warranty	Nil
Advance Paid	Rs. 38,186/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for F block duct covering purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes*
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For *Gautam Traders*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VISTA HOMES	Date:	01.06.2020
Site & Phase :	PHASE-1	Time:	10:10
Supplier		Req. No.	99606
Material required before date:	04-06-2020		57306

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Sheets off white	10'x3'6"	10	No's		
2	MS Sheets off white	22'x3'6"	08	No's		
3	67687					
4						
5						
6						
7						
8						
9						
10						
11						

Remarks: For F-Block duct covering Purpose.

Prepared By	T.MADHU	Approved by	APPROVED FOR CONSTRUCTION 03 JUN 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	01.06.2020	Sign. & Date	

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

Estimate/Draft PO

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Original / Office Copy / Purchase Div.Copy

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

Draft PO for Approval

Supplier Details

Gautam Traders
Pan Bazar, Secunderabad - 500 003

GSTIN 36AADFG1002D1ZA   66388456.
2771-2740 / 5538-2111 / 5538-8456   9246534583/9949490981

Doc No	67687	99606
Doc Date	02-06-2020	
Quote No	Nil	
Quote Date	06-08-2019	
SupplyType	Supply	

Kind Attn : Mr. Gautam Jain.

Estimate/Draft PO for the Supply of following Items.

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Warranty	Nil
Advance Paid	Rs. 38,186/- to be pay vide cheque no. , dtd.
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Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

APPROVED FOR CONSTRUCTION
03 JUN 2020
SOHAM MODI
MANAGING DIRECTOR

T.D. [signature] 2/6/20.

For *Vista Homes*
Authorised Signatory

Draft PO for Approval

Accepted the above Terms And Conditions
For *Gautam Traders*

Name : ________________

Name : ________________

Date : __/__/____