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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14-7-20	Prepared by:	T.Bhasker
PO/WO no.	68251	PO / WO Date.	24/6/20
Supplier Name	Shiv Shakti Mallic Trdg	PO/WO amount	1628
Firm/Company	VOC LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	561	25/6/20	1628
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1628

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			80603	☑ 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:				1628
Amount E – PO / WO value:				1628
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	18/7/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	14.7.20						

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 : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/561/SS**	Dated **25-Jun-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **561**	Other Reference(s)
Buyer **Villa Orchids LLP** 5-4-187/3& 4, II Nd Floor, M.G Road, Secunderabad GSTIN/UIN : 36AANFG4817C1ZH State Name : Telangana, Code : 36	Buyer's Order No. **68251-63390**	Dated **24-Jun-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**4" Segment Blade 600 FT**	82029990	**12 pc**	90.00	pc		**1,080.00**
2	**Cut Off Wheel 4"(B)**	68042390	**12 pc**	25.00	pc		**300.00**
							1,380.00
	CGST						**124.20**
	SGST						**124.20**
	Total		**24 pc**				**₹ 1,628.40**

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 6838 Date 13/7 Sign.

Amount Chargeable (in words) *E. & O.E*

INR One Thousand Six Hundred Twenty Eight and Forty paise Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
82029990	1,080.00	9%	97.20	9%	97.20	194.40
68042390	300.00	9%	27.00	9%	27.00	54.00
Total	**1,380.00**		**124.20**		**124.20**	**248.40**

Tax Amount (in words) : **INR Two Hundred Forty Eight and Forty paise Only**

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

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.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

INWARD 27/06/20
Inward No: 15084 Dt:
MRN No: 80603 Dt: 30/06/20
Received By: Sign:
VILLA ORCHID LLP
17:30

Purchase Order

 24-06-2020 2:36:42 PM

68251
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			
Shiv Shakti Machine Tools Hardware & Electricals 2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc No**	68251	63390
	Doc Date	24-06-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	02-11-2019	
8121002491 8374457644	**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 *Wall Cutting Blades 4"*	12.00	90.00	0.00	18.00	1,274.40
2	9550 - Tools - Machine Blade - other - nos *Rod Cutting Blade 4"*	12.00	25.00	0.00	18.00	354.00
				Total Order Value . . .		**1,628.40**

Rupees : One Thousand Six Hundred Twenty Eight and Paise Fourty 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	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 to reject items not conforming to quality and specifications. Above order for Site works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	23.06.2020
Site & Phase:	VOC	Time:	15:15
Supplier:	SSLLP	Req. No.	63390
Material required before :	Urgent	ID No.	57865

No	Description	Size	Quantity	Units	Inward No	Date
1	Rod cutting blades	std	01	Dozens		
2	Wall cutting blades 68251	std	01	Dozens		

Remarks: for site work purpose

Prepared by	S .Sharvani	Approved by	A.Suresh
Sign.& Date	23.06.2020	Sign. & Date	23.06.2020

APPROVED BY
24 JUN 2020
SOHAM MODI
MANAGING DIRECTOR