

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		29/7/20		Prepared by:		H. A. A.	
PO/WO no.		38881		PO / WO Date.		16/7/20	
Supplier Name		Elegant Interiors		PO/WO amount		1553-00	
Firm/Company		Vista Home		Project		Vista Home	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	0101	20/7/20		1553-00			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1553-00	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	81434	☒ 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:						1553-00	
Amount E – PO / WO value:						1553-00	
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			1.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

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/-

Inware No: 25003	Dt: 23/7/20
MRN No: 81434	Dt:
Received By:	Sign: 
Vista Homes	

Purchase Order

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From Company : **Vista Homes**
5-4-187/7/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

Elegant Enterprises
5-4-187/7/3, Karbala Maidan, M.G.Road, Secunderabad-500003.

GSTIN 36AJBPK0412E1ZY

66385358

9985113450/9885073880

Doc No	68881	99723
Doc Date	16-07-2020	
Quote No	Nil	
Quote Date	16-07-2020	
SupplyType	Supply	

Kind Attn : Mr.Gaurang Kadakia/Mahesh Kadakia

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4729 - Electrical - other - MCCB - 100 Amps - nos 3 p	1.00	1,316.00	0.00	18.00	1,552.88
Total Order Value . . .					1,552.88
Rupees : One Thousand Five Hundred Fifty Two and Paise Eighty Eight Only.					

Terms and Conditions :-

Specification / Brand	All items shall be of L & T brand
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Working 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 F block electrical work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Vista Homes**
Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Vista Homes		Date:		14.07.2020	
Site & Phase :		Vista Homes		Time:		13:00	
Supplier:				Req. No.		99723	
Material required before date:		16.07.2020		ID No.		58465	
No	Description	Size	Quantity	Units	Inward No	Date	
1	MCCB L&T	100amps	01	No's			
2	68881						
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For F-Block Electrical work purpose.							
Prepared By		T.Madhu		Approved by		✓	
Sign.& Date		14.07.2020		Sign. & Date			

APPROVED BY
17 JUL 2020
SOHAM MOJI
MANAGING DIRECTOR

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

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Name : _____

Date : __/__/__