

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/08/2020	Prepared by:	T.D. Murthy				
PO/WO no.	879	PO / WO Date.	04/08/2020				
Supplier Name	Ganji Venkannah & Sons	PO/WO amount	Rs. 6,375/-				
Firm/Company	Vista Homes	Project	Vista Homes				
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	879	04/08/2020	Rs. 6,375/-				
2.	-	-	-				
3.	-	-	-				
4.			-				
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 6,375/-				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	879	04/08/2020	81778	<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. 6,375/-				
Amount E – PO / WO value:			Rs. 6,375/-				
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			22/08/2020				
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/-

TAX INVOICE

(ORIGINAL FOR RECIPIENT)



GANJI VENKANNAH & SONS 2019-20
 5-5-97, GANJI CHAMBERS, RANIGUNJ,
 SECUNDERABAD -500 003 (T.S)
 GSTN/SAC : 36AABFG9288K1ZT
 GSTIN/UIN: 36AABFG9288K1ZT
 State Name : Telangana, Code : 36
 E-Mail : ganji_venkannah@yahoo.co.in

Invoice No. 879	Dated 4-Aug-2020
Delivery Note BY HAND	Mode/Terms of Payment CREDIT
Supplier's Ref.	Other Reference(s)
Buyer's Order No. 69351/99718	Dated 1-Aug-2020
Despatch Document No.	Delivery Note Date 4-Aug-2020
Despatched through	Destination
Terms of Delivery	

Buyer
VISTA HOMES
 5-4-187/3 & 4, II ND FLOOR,
 M G ROAD, SECUNDERABAD
 8790166611
 GSTIN/UIN : 36AAGFV2068P1ZJ
 State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	3"BRUSH	9603	4 Nos	50.80	Nos		203.20
2	AP APCO GLS ENML - P.O. RED PGE 4 LTR	3208	3 Nos	843.22	Nos		2,529.66
3	AP TRUCARE METAL PRIMR - REDOXIDE AMPRO 4 LTR	3208	3 Nos	572.03	Nos		1,716.09
4	PAINT THINNER 5LTR	3805	3 Nos	317.79	Nos		953.37
							5,402.32
							CGST
							486.21
							SGST
							486.21
							Round Off
							0.26
Total			13 Nos				₹ 6,375.00

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

INR Six Thousand Three Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
9603	203.20	9%	18.29	9%	18.29	36.58
3208	4,245.75	9%	382.12	9%	382.12	764.24
3805	953.37	9%	85.80	9%	85.80	171.60
Total			5,402.32		486.21	972.42

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



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

for **GANJI VENKANNAH & SONS 2019-20**



Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 25040	Dt: 04/8/20
MRN No: 81738	Dt:
Received By:	Sign:
Vista Homes	

Purchase Order

Page(s) 1 Of 1

01-08-2020 16:05:52



Copy

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

69351
31.07.20 12:25:05

Supplier Details

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT
27710339,27719935,277807357

040-40146505

Doc No	69351	99718
Doc Date	01-08-2020	
Quote No	Nil	
Quote Date	01-08-2020	
SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6521 - Paints - Brushes - 3 In - nos	4.00	50.80	0.00	18.00	239.78
2 6527 - Paints - Enamel - 4ltrs - buckets PO Red	3.00	995.00	0.00	0.00	2,985.00
3 6567 - Paints - Metal primer(red oxide) - NA - ltrs 4 ltrs red oxide paint	3.00	675.00	0.00	0.00	2,025.00
4 6596 - Paints - Turpentine Oil - NA - ltrs 5 ltrs	3.00	317.79	0.00	18.00	1,124.98
Total Order Value . . .					6,374.75

Rupees : Six Thousand Three Hundred Seventy Four and Paise Seventy Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	next day fo PO
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 E-Block fire work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For **Vista Homes**

Authorised Signatory

Name : _____

[Signature]
01/08/2020

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:	Vista Homes	Date:	10.07.2020
Site & Phase :	Vista Homes	Time:	16:30
Supplier:	-	Req. No.	99718
Material required before date:	15.07.20	ID No.	58507

No	Description	Size	Quantity	Units	Inward No	Date
1	GI round Nut	8mm	1000	No's		
2	Sprinkler Bulb		210	No's		
3	Teflon tape		100	No's		
4	Asian Paint - Red Oxide		12	ltrs		
5	Asian Paint - P.O Red		12	ltrs		
6	Turpentin oil		15	ltrs		
7	Painting Brush	3"	4	No's		
8						
9						
10						

PO
69351
4-10-20
6-10-20
2-10-20
2-10-20

APPROVED
 01 AUG 2020
 MINISH PARIKH
 MANAGER PROCUREMENT

Remarks: For E-Block fire works purpose.

Prepared By	T.Madhu	Approved by	
Sign. & Date	10.07.2020	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:	10.07.2020
Site & Phase :	Vista Homes	Time:	11:15
Supplier	-	Req. No.	
Material required before date:	12.07.2020	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
3						
4						
5						
6						
7						
8						

Remarks:

Prepared By	T.Madhu	Approved by	
Sign. & Date	10.07.2020	Sign. & Date	

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