

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

6

|                                                                |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
|----------------------------------------------------------------|--------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|-------------|------------------|
| Date:                                                          |                    | 07/11/20                                         |                                                                                                                                                                           | Prepared by:                                                        |                             | NEHA.CM     |                  |
| PO/WO no.                                                      |                    | 70952                                            |                                                                                                                                                                           | PO / WO Date.                                                       |                             | 11/10/20    |                  |
| Supplier Name                                                  |                    | Shiv Shakti Machine Tools Hardware & Electricals |                                                                                                                                                                           | PO/WO amount                                                        |                             | 1180/-      |                  |
| Firm/Company                                                   |                    | Vista Homes                                      |                                                                                                                                                                           | Project                                                             |                             | Vista Homes |                  |
| SL No.                                                         | Bill No.           | Bill Date                                        |                                                                                                                                                                           | Bill amount                                                         |                             |             |                  |
| 1                                                              | V. 2280            | 28/10/20                                         |                                                                                                                                                                           | 1180/-                                                              |                             |             |                  |
| 2                                                              |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| 3                                                              |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| 4                                                              |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Amount A - Bills total (Excluding Transport & Hamali Charges): |                    |                                                  |                                                                                                                                                                           |                                                                     |                             | 1180/-      |                  |
| SL No.                                                         | DC No              | DC Date                                          | MRN No.                                                                                                                                                                   | DC matches MRN                                                      |                             |             |                  |
| 1.                                                             |                    |                                                  | 84590                                                                                                                                                                     | <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 : Transportation charges              |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Amount C - Other Debits :                                      |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Amount D (D=A+B-C) -- Amount to be credited to the supplier:   |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Amount E - PO / WO value:                                      |                    |                                                  |                                                                                                                                                                           |                                                                     |                             | 1180/-      |                  |
| Amount F - Difference (A - E): GST-18%                         |                    |                                                  |                                                                                                                                                                           |                                                                     |                             | 1180/-      |                  |
| 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 type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                                |                                                                     |                             |             |                  |
| Excess / short material received                               |                    |                                                  | <input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)                                                                |                                                                     |                             |             |                  |
| Close PO / WO                                                  |                    |                                                  | <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. 1/- <input checked="" type="checkbox"/> No                                                                                             |                                                                     |                             |             |                  |
| Payment - due date                                             |                    |                                                  | 13/11/20                                                                                                                                                                  |                                                                     |                             |             |                  |
| Remarks:                                                       |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
|                                                                |                    |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Approved by                                                    | Purchase Officer   | Purchase Manager                                 | Procurement Manager                                                                                                                                                       | MD                                                                  | Accounts - receiver of bill | Accountant  | Accounts Manager |
| Sign:                                                          | <i>[Signature]</i> |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |
| Date                                                           | 07/11              |                                                  |                                                                                                                                                                           |                                                                     |                             |             |                  |

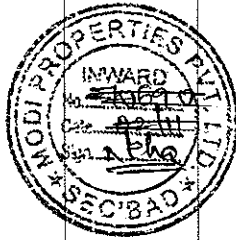
Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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

|                                                                                   |                                                                                                                                                                                                                          |                                         |                             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------|
|  | <b>Shiv Shakti Machine Tools Hardware and Electricals</b><br>2-3-7, M.G Road, Secunderabad.<br>Ph: 040-40030129<br>GSTIN/UIN: 36ADQFS9120G1ZQ<br>State Name : Telangana, Code : 36<br>E-Mail : ssmsecunderabad@gmail.com | Invoice No.<br><b>2020-21/2280/SS</b>   | Dated<br><b>28-Oct-2020</b> |
|                                                                                   |                                                                                                                                                                                                                          | Delivery Note                           | Mode/Terms of Payment       |
|                                                                                   |                                                                                                                                                                                                                          | Supplier's Ref.<br><b>2280</b>          | Other Reference(s)          |
|                                                                                   | Buyer<br><b>Vista Homes</b><br>5-4-187/3 & 4, IInd Floor, M.G Road,<br>Secunderabad<br>GSTIN/UIN : 36/AGFV2068P1ZJ<br>State Name : Telangana, Code : 36                                                                  | Buyer's Order No.<br><b>70952-99871</b> | Dated<br><b>1-Oct-2020</b>  |
|                                                                                   | Despatch Document No.                                                                                                                                                                                                    | Delivery Note Date                      |                             |
|                                                                                   | Despatched through                                                                                                                                                                                                       | Destination                             |                             |
|                                                                                   | Terms of Delivery                                                                                                                                                                                                        |                                         |                             |

| SI No. | Description of Goods       | HSN/SAC  | Quantity | Rate  | per | Disc. % | Amount            |
|--------|----------------------------|----------|----------|-------|-----|---------|-------------------|
| 1      | Cut Off Wheel 105*1.2mm DW | 68042390 | 40 pc    | 25.00 | pc  |         | 1,000.00          |
|        | <b>CGST</b>                |          |          |       |     |         | 90.00             |
|        | <b>SGST</b>                |          |          |       |     |         | 90.00             |
|        | <b>Total</b>               |          | 40 pc    |       |     |         | <b>₹ 1,180.00</b> |

|                  |                     |
|------------------|---------------------|
| <b>INWARD</b>    |                     |
| Forward No: 8590 | Dt: 29/10/20        |
| MRN No: 84590    | Dt:                 |
| Received By:     | Sign: <i>Nikhil</i> |



Amount Chargeable (in words) **INR One Thousand One Hundred Eighty Only** E. & O.E

| HSN/SAC      | Taxable Value   | Central Tax |              | State Tax |              | Total Tax Amount |
|--------------|-----------------|-------------|--------------|-----------|--------------|------------------|
|              |                 | Rate        | Amount       | Rate      | Amount       |                  |
| 68042390     | 1,000.00        | 9%          | 90.00        | 9%        | 90.00        | 180.00           |
| <b>Total</b> | <b>1,000.00</b> |             | <b>90.00</b> |           | <b>90.00</b> | <b>180.00</b>    |

Tax Amount (in words) : **INR One Hundred Eighty 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**

*[Signature]*  
 Authorised Signatory

This is a Computer Generated Invoice

# Purchase Order

Page(s) 1 Of 1

05-10-2020 3:49:37 PM



70952

30.09.20 4:15:45

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

|                   |            |       |
|-------------------|------------|-------|
| <b>Doc No</b>     | 70952      | 99871 |
| <b>Doc Date</b>   | 01-10-2020 |       |
| <b>Quote No</b>   | Nil        |       |
| <b>Quote Date</b> | 02-06-2017 |       |
| <b>SupplyType</b> | 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<br>Rod Cutting Blade 4" | 40.00 | 25.00 | 0.00 | 18.00 | 1,180.00 |
| Total Order Value . . .                                              |       |       |      |       | 1,180.00 |
| Rupees : One Thousand One Hundred Eighty 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

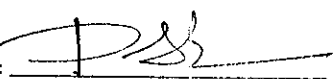
**Measurment** Nil

**Security** Nil

**Remarks**

For **Vista Homes**

Authorised Signatory

Name : 

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**