

PURCHASE DIVISION
Advice for approval for credit to supplier

7

Date: 07/11/20		Prepared by: NEHA.C	
PO/WO no. 70857		PO / WO Date. 29/09/20	
Supplier Name Sri Venkata durga Anjaneya steel Tubes		PO/WO amount 501.50/-	
Firm/Company Vista Homes		Project Vista Homes	
Sl. No.	Bill No.	Bill Date	Bill amount
1	3019	10/10/20	502/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				502/-
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			84579	<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:				502/-
Amount E – PO / WO value:				502/-
Amount F – Difference (A -- E): GST-18%				—

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 / 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	13/11/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>Kestli</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/-

Purchase Order



70857

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

Supplier Details

Sri Venkata Durga Anjaneya Steel Tubes
5-5-159, Near: Lala Temple, Ranigunj, Secunderabad-50003

GSTIN 36ABVPS3995A1Z1

040-66568520

9885057887

Doc No	70857	99855
Doc Date	29-09-2020	
Quote No	Nil	
Quote Date	29-09-2020	
SupplyType	Supply	

Kind Attn : Akhil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2145 - Carpentry - hardware - Nut bolts - Others - kgs <i>only 8 mm Nuts-1000 nos required</i>	5.00	85.00	0.00	18.00	501.50
Total Order Value . . .					501.50
Rupees : Five Hundred One and Paise Fifty Only.					

Terms and Conditions :-**Specification / Brand** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Day.**Delivery Location** Vista Homes
Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school
Phcne. 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 fire safety work purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Vista Homes**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Sri Venkata Durga Anjaneya Steel Tubes**

Name : _____

Date : ___/___/___