PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06/11/2020	Prepared by:	NEHA.C
PO/WO no.	71227	PO / WO Date.	12/10/2020
Supplier Name	Lepakshi Tarpaulin Industries	PO/WO amount	1680/-
Firm/Company	Villa orchids LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	1882	29/10/2020	1680/-
2			
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):				1680/-
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☐ Yes ☐ No
2.			84642	☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B –Other Credits : Transportation charges				—
Amount C –Other Debits :				—
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1680/-
Amount E – PO / WO value:				1680/-
Amount F – Difference (A – E): GST-18%				—

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	13/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	06/11/2020						

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

Date : 29/10/2020.

LEPAKSHI TARPAULIN INDUSTRIES

State Code : 36

Lepakshi
1st Floor, Shop No.F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-500 003.
Phone : (O) 2770 6071, 9121013748, Cell : 99591 02999,
E-mail: lepakshitarp@gmail.com, Lnt_91@yahoo.in, www.lepakshitarpaulin.com

GSTIN : 36ADOPN7656C1Z7

Details of Receiver (Billed to)

Name : VILLA ORCHIDS LLP
Address : 5-4-187/3&4, 2ND FLOOR,
M.G. ROAD, SEC-BAD-03.
Cell :
Ph.
GSTIN/UIN : 36AANFG4817C1ZH.
P.O. No. & Dt. 71227 | 63568 - 12/10/2020

Details of Consignee (Shipped to)

Name :
Address :
Cell :
Ph.
GSTIN/UIN :
Vehicle No. :

Sl. No.	HSN (SAC) Code	Description of the Goods	Qty.	Rate	Amount Rs.	Taxable Value	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount
1)	6201	Rain Coat -	4	400	1600	1600.	2.5%	40	2.5%	40		
		INWARD Inward No: 15433 Dt: 30/10/20 MRN No: 84642 Dt: 31/10/20 Received By Sign: VILLA ORCHIDS LLP				10957 09/11						
			TOTAL			1600	+	40	+	40	=	1680/-

TOTAL INVOICE RS. 1680/-

(Rupees : in words One thousand Six hundred & Eighty only ...only

E-way Bill No.

For **LEPAKSHI TARPAULIN INDUSTRIES**

OUR BANK DETAILS :

Bank Name : PUNJAB NATIONAL BANK
Bank Account Number : 3631002100019635
Branch : M.G. Road, Sec'bad
IFSC : PUNB0363100

Authorised Signatory

TERMS & CONDITIONS :
1. Goods once sold will not be taken back or exchanged.
2. Subject to Secunderabad Jurisdiction only.
3. The customer should inform the firm if there is any complaint regarding the quality or quantity of the material within 48 hours from the date of Invoice.
4. Inspection should be carried out at our factory premises only.
5. Interest will be charged at the rate of 24% per annum for all overdue payments.
6. Our risk & responsibility ceases as soon as the goods are despatched from our premises.

 12-10-2020 16:10:16

Purchase Order

71227
10.10.20 12:26:27

From Company :	**Villa Orchids LLP** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AANFG4817C1ZH

Supplier Details

Lepakshi Tarpaulin Industries # 5-5-65, 1st Floor, Shop No. F10, S.A. Trade Centre, Above Bombay Hotel, Ranigunj 'X' Road, Secunderabad-3. **GSTIN** 36ADOPN7656C1Z7 66486071 2770 6071 9642662732	**Doc No**	71227	63568
	Doc Date	12-10-2020	
	Quote No	Nil	
	Quote Date	12-10-2020	
	SupplyType	Supply	

Kind Attn : Mr. Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4052 - Consurnables - Raincoats - NA - nos	4.00	400.00	0.00	5.00	1,680.00
Rupees : One Thousand Six Hundred Eighty Only.					**Total Order Value . . .**	**1,680.00**

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 use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

Name : ____________________

Contact

Accepted the above Terms And Conditions

For *Lepakshi Tarpaulin Industries*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	09-10-2020
Site & Phase:	VOC	Time:	11:44
Supplier:		Req. No.	63568
Material required before :	**11-10.2020**	ID No.	60624

No	Description	Size	Quantity	Units	Inward No	Date
1	Rain corts	Small	04	Nos		
	71227					

Remarks: For voc office purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	09-10-2020	Sign. & Date	09-10-2020

APPROVED BY
09 OCT 2020
SOHAM MODI
MANAGING DIRECTOR