

PURCHASE DIVISION
Advice for approval for credit to supplier

Sl. No.		07/11/20		Prepared by:		NEHA.CM	
O/WO no.		71537		PO / WO Date.		22/10/20	
Supplier Name		Elegant Enterprises		PO/WO amount		1203.60/-	
Firm/Company		Vista Homes		Project		Vista Homes	
SL No.		Bill No.		Bill Date		Bill amount	
1		250		26/10/20		1204/-	
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						1204/-	
SL No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			84633	☒ Yes ☐ No			
2.				☐ 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:						1204/-	
Amount E – PO / WO value:						1204/-	
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			13/11/20				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>K. S. S.</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/-

[illegible]

Purchase Order

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27-10-2020 5:32:15 PM



71537

20.10.20 3:54:09

From Company : **Vista Homes**
5-4-187/3 & 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	71537	99903
Doc Date	22-10-2020	
Quote No	Nil	
Quote Date	09-10-2020	
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 4695 - Electrical - wires - Copper flat wire - 3core - mtrs 2.5 sq mm	20.00	51.00	0.00	18.00	1,203.60
Total Order Value . . .					1,203.60

Rupees : One Thousand Two Hundred Three and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand All items shall be of SouthKing brand

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. Payment as per actual receipt of material. Above order for new connection for Site use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Vista Homes**

Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions

For **Elegant Enterprises**

Date : _/_/

Requisition Form

Company Name:		Vista Homes		Date:		20.10.20	
Site & Phase :		Vista Homes		Time:		11:30	
Supplier				Req. No.		99903	
Material required before date:			23.10.20		ID No.		60881

No	Description	Size	Quantity	Units	Inward No	Date
1	2.5 Copper wire (Flat)		20	Meter		
2						
3						
4						
5						
6						
7						
8						
9						
10						

21532

APPROVED

24 OCT 2020

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For E-Block Septic tank purpose.

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

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