PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	24/11/2020	Prepared by:	MINISH.
PO/WO no.	72003	PO / WO Date.	09/11/2020
Supplier Name	Shiv Shakti Machine Tools Hardware & Electrical	PO/WO amount	295/-
Firm/Company	VOC LLP.	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	20-21/2658/SS	17/11/2020	295/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			295/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85384	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B – Other Credits :	-
Amount C – Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	295/-
Amount E – PO / WO value:	295/-
Amount F – Difference (A – E):	-

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	29/11/2020

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 24 NOV 2020 MINISH PARIKH MANAGER - PROCUREMENT				
Date		24/11					

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. 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

Shiv Shakti Machine Tools Hardware and Electricals 2-3-7, M.G Road, Secunderabad. Ph: 040-40030129 GSTIN/UIN: 36ADQFS9120G1ZQ State Name : Telangana, Code : 36 E-Mail : ssmtsecunderabad@gmail.com	Invoice No. **2020-21/2658/SS**	Dated **17-Nov-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **2658**	Other Reference(s)
Buyer **Villa Orchids LLP** 5-4-187/3& 4, II Nd Floor, M.G Road, Secunderabad GSTIN/UIN : 36AANFG4817C1ZH State Name : Telangana, Code : 36	Buyer's Order No. **72003-63581**	Dated **07-Nov-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Cut Off Wheel 4"(B)**	68042390	**10 pc**	25.00	pc		**250.00**
	CGST						**22.50**
	SGST						**22.50**
	Total		**10 pc**				**₹ 295.00**

INWARD
Inward No: 15458 Dt: 19/11/20
MRN No: 85384 Dt: 20/11/20
Received By Sign:
VILLA ORCHIDS LLP

7145 23/11/20

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

INR Two Hundred Ninety Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
68042390	250.00	9%	22.50	9%	22.50	45.00
Total	**250.00**		**22.50**		**22.50**	**45.00**

Tax Amount (in words) : **INR Forty Five Only**

Company's Bank Details
Bank Name : **ICICI Bank**
A/c No. : **112105501160**
Branch & IFS Code : **M.G Road & ICIC0001121**

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.

for Shiv Shakti Machine Tools Hardware and Electricals

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 10-11-2020 10:23:46 AM

Origi

72003
06.11.20 4:55:08

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

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals 2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc No**	72003	63581
	Doc Date	09-11-2020	
GSTIN 36ADQFS9120G1ZQ	**Quote No**	Nil	
8121002491 8374457644	**Quote Date**	02-11-2019	
	SupplyType	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 *Rod Cutting Blade 4"*	10.00	25.00	0.00	18.00	295.00
					Total Order Value . . .	**295.00**
Rupees : Two Hundred Ninty Five 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	Villa Orchids kowkur, Alwal Phone.
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 works purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shiv Shakti Machine Tools Hardware &***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	07-11-2020
Site & Phase:	VOC	Time:	16:07
Supplier:	SSLLP	Req. No.	63581
Material required before :	**10-11-2020**	ID No.	61382

No	Description	Size	Quantity	Units	Inward No	Date
1	Rod Cutting blades	4 inches	10	Nos		
	73003					
			APPROVED 0 9 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT			

Remarks:

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	07-11-2020	Sign& Date	07-11-2020