

PURCHASE DIVISION
Advice for approval for credit to supplier

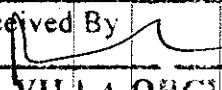
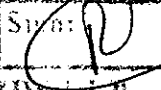
Date:		24/11/2020		Prepared by:		MINISH	
PO/WO no.		72003		PO / WO Date.		09/11/2020	
Supplier Name		Shiv Shakti Machine Tools		PO/WO amount		295/-	
Firm/Company		VOC LLP.		Project		VOC	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	20-21/2658/35	17/11/2020		295/-			
2.							
3.							
Amount A – Bills 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 / WO				☒ 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:							
Date							

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			

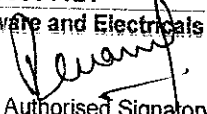
SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Cut Off Wheel 4"(B)	68042390	10 pc	25.00	pc		250.00
	CGST						22.50
	SGST						22.50
							
	Total		10 pc				₹ 295.00

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

Amount Chargeable (in words)					₹ 295.00	
INR Two Hundred Ninety Five Only					E. & O.E	
HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax 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**

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

 Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

10-11-2020 10:23:46 AM

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72003

06.11.20 4:55:08

From Company : **Villa Orchids LLP**

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

GST No. : 36AANFG4817C1ZH

Supplier DetailsShiv Shakti Machine Tools Hardware & Electricals
2-3-7, MG Road, Beside ICICI Bank, Secunderabad-03,(T,S)

GSTIN 36ADQFS9120G1ZQ

8121002491

8374457644

Doc No	72003	63581
Doc Date	09-11-2020	
Quote No	Nil	
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.

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

APPROVED
09 NOV 2020
MINISH PARIKH
MANAGER PROCUREMENT