

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	07-12-20	Prepared by:	Prabhakar.P				
PO/WO no.	72387	PO / WO Date.	23-11-20				
Supplier Name	Y Pushpalatha	PO/WO amount	19,080-00				
Firm/Company	Villa Orchids LLP	Project	VOC				
Sl. No.	Bill No.	Bill Date	Bill amount				
1	251	28-11-20	22,896-00				
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			22,896-00				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.			85658	☒ 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:			22,896-00				
Amount E – PO / WO value:			19,080-00				
Amount F – Difference (A – E): GST-18%			3,816-00				
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		14-12-20					
Remarks: Transportation charges							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	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. 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/-

GSTIN :36APYPY9568E1ZM

TAX INVOICE

Cell : 8897895924

Composite Scheme

**Y. PUSHPALATHA****GARDEN CONTRACTOR**H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist., Hyderabad - 500 049.M/s. Villa Orchids LLP.Kowkur - Hyd.

Sl.No.

251

Date

28/11/2020

D/C. No.

26

Date

24/11/2020

Party GST No.:

P.O.No.

72387

Date:

S.No.	PARTICULARS	HSN Code	Qty.	Rate	AMOUNT	
					Rs.	Ps.
1	Supply of Carpet grass		1800 SFT		22,896	00

BANK DETAILS:

YESHAMONI PUSHPALATHA

H.D.F.C. Bank, Branch Kondapur, Hyderabad.

A/c.: 50100308647051

IFSC Code: HDFC0002019

TOTAL22,896 00Rupees inwards: Twenty Two Thousand
Eight Hundred and Six only.**For Y. PUSHPALATHA**

Authorised Signatory

GSTIN : 36APYPY9568E1ZM

DELIVERY CHALLAN

Cell : 8897895924

Composite Scheme

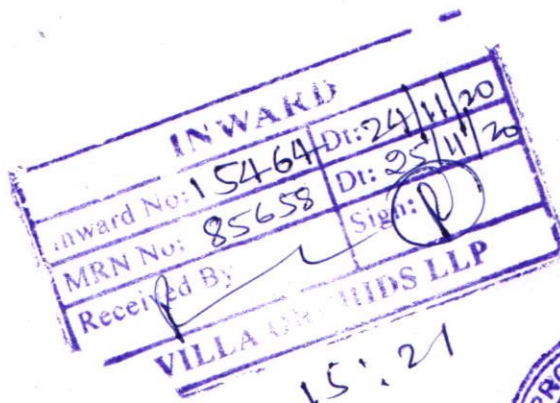
**Y. PUSHPALATHA**

GARDEN CONTRACTOR

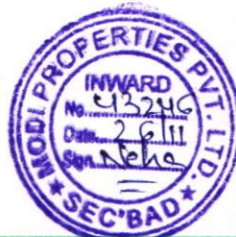
H.No. 4-1270, Marthanda Nagar, New Hafeezpet,
Ranga Reddy Dist., Hyderabad - 500 049.M/s. villa Orchids LLP.D.C.No. 26Date: 24/11/2020P.O.No. 72387

Party GST No.

S.No.	PARTICULARS	Quantity.
1	Carpet grass	1800 sq ft
2	trans post Extra.	



15.121



Receiver's Signature

For **Y. PUSHPALATHA**

Authorised Signatory

Purchase Order



72387
16.11.20 11:23:59

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

Supplier Details

Y PUSHPALATHA
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderabad

GSTIN 36APYPY9568E1ZM

8897895924

Doc No 72387 63597

Doc Date 23-11-2020

Quote No Nil

Quote Date 23-11-2020

SupplyType Supply

Kind Attn : Radha Krishna

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6016 - Miscellaneous - Carpet Grass - NA - sft	1,800.00	10.00	0.00	6.00	19,080.00
Total Order Value . . .					19,080.00
Rupees : Nineteen Thousand Eighty 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 Within 7 days

Delivery Location Villa Orchids
kowkur, Alwal
Phone.

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Nil

Advance Paid Rs.....

Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for V.no.127,128,102,121,122,11,116,219,221,217purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **Villa Orchids LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Y PUSHPALATHA**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		VOC LLP		Date:		23-11-2020	
Site & Phase:		VOC		Time:		13:11	
*Supplier:				Req. No.		63597	
Material required before :		25-11-2020		ID No.		61779	
No	Description		Size	Quantity	Units	Inward No	Date
1	Carpet Gross		2 feet	1800	Sft		
	22387						
Remarks: for villa no 127,128,102.121,122,11,116,219,221,217 lawn area laying purpose							
Prepared by		K.SNEHA		Approved by		A.Suresh	
Sign.& Date		23-11-2020		Sign& Date		23-11-2020	