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		7/12/20					

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

Composite Scheme

TAX INVOICE

Cell : 8897895924

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.

Party GST No.:

Sl.No. 251 Date 28/11/2020

D/C. No. 26 Date 24/11/2020

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
			TOTAL		22,896	00

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 71798 Date 03/12 Sign.

BANK DETAILS:
YESHAMONI PUSHPALATHA
H.D.F.C.Bank, Branch Kondapur, Hyderabad.
A/c.: 50100308647051
IFSC Code: HDFC0002019

Rupees inwards: Twenty two Thousand Eight Hundred Ninety Six only.

For Y. PUSHPALATHA

Authorised Signatory

GSTIN ;36APYPY9568E1ZM

Composite Scheme

DELIVERY CHALLAN

Cell : 8897895924

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

Party GST No.:

D.C..No. 26
Date : 24/11/2020
P.O.No. 72387

S.No.	PARTICULARS	Quantity.
1	Carpet grass –	1800 sft
2	transport Extra. –	

INWARD
Inward No: 15464 Dt: 24/11/20
MRN No: 85658 Dt: 25/11/20
Received By Sign:
VILLA ORCHIDS LLP
15:21

MODI PROPERTIES PVT. LTD.
INWARD
No. 43246
Date 26/11
Sign. Neha
SEC'BAD

Reciever's Signature

For Y. PUSHPALATHA

Authorised Signatory

 23-11-2020 4:15:41 PM

Purchase Order

72387
16.11.20 11:23:59

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

Supplier Details			
Y PUSHPALATHA	**Doc No**	72387	63597
4-1270,Marthanda nagar, New Hafeezpet, Ranga Reddy Dist, Hyderbad	**Doc Date**	23-11-2020	
	Quote No	Nil	
GSTIN 36APYPY9568E1ZM	**Quote Date**	23-11-2020	
8897895924	**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 : Ninteen 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. .
Penality 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		
	X2387					

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

APPROVED
23 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE