PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	72081.	PO / WO Date.	11/11/20.
Supplier Name	S.R Lights.	PO/WO amount	15,045
Firm/Company	Voc llp	Project	Voc llp.
Sl. No.	Bill No.	Bill Date	Bill amount
1	2372	30/11/20.	15,045
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,045

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			86011	☑ 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:				15,045
Amount E – PO / WO value:				15,045
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	**19.12.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	15/12/20.						

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/-

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S. R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040 66384943, 9000085444, e-mail : sevaram75@gmail.com

S. No. 2372

Date : 20 11 2020

Purchaser R.C. No. / GST No. 36AANFG4817C1ZH

M.S. Villa ORCHIDS LLP (72081 63583)

RR/GR No.......Date.......Goods through.......Freight.......Weight.......

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Lamp	9405	15	850	12,750 =	00

Inward No. 15478 Dt. 05/12/20
MRN No. 86011 Dt. 05/12/20
Received By
VILLA ORCHIDS LLP
13:30

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 7238
Date: 11/12
Sign: Neha

Rupees in words : Fifteen thousand Foorty five ONLY

Total	12,750 = 00
CGST 9 %	1147 = 50
SGST 9 %	1147 = 50
IGST %	
Grand Total	15045 = 00

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

For S.R. Lights

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

Purchase Order

 11-11-2020 2:42:34 PM

72081
06.11.20 4:55:09

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

Supplier Details				
S.R.Lights		**Doc No**	72081	63583
846/4-3-2, RP Road, Secunderbad-3		**Doc Date**	11-11-2020	
		Quote No	Nil	
GSTIN 36AHMPR9714P1ZB		**Quote Date**	01-04-2015	
64594769	900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4544 - Electrical - other - Decorative fittings - NA - nos *With Lamp*	15.00	850.00	0.00	18.00	15,045.00
					Total Order Value . . .	**15,045.00**

Rupees : Fifteen Thousand Fourty Five Only.

Terms and Conditions :-

Specification / Brand	All items shall be of "United" brand, wall light, model no.365 with lamp, MS body, 4 sided.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Deiivery 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 V.no.120 to 125 113 to 117 purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	10-11-2020
Site & Phase:	VOC	Time:	15:44
Supplier:	SSLLP	Req. No.	63583
Material required before :	**12-11-2020**	ID No.	G1448

No	Description	Size	Quantity	Units	Inward No	Date
1	Decorative lamps	365 D	15	Nos		
	72081					

Remarks:			
Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	10-11-2020	Sign& Date	10-11-2020

SR. MANAGER PURCHASE
P. PRABHAKAR
10 NOV 2020
APPROVED