PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72886	PO / WO Date.	11-12-20
Supplier Name	Shiv Shakti Machine Tools	PO/WO amount	1,180-00
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	3205	18-12-20	1,180-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,180-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			86572	☑ 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:	1,180-00
Amount E – PO / WO value:	1,180-00
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 (expl~~ained 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	**4-1-21**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			[signature]				
Date		26					

APPROVED 26 DEC 2020 MANISH PARIKH MANAGER PROCUREMENT

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/-

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. **2020-21/3205/SS**	Dated **18-Dec-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **3205**	Other Reference(s)
Buyer **Vista Homes** 5-4-187/3 & 4, IInd Floor, M.G Road, Secunderabad GSTIN/UIN : 36AAGFV2068P1ZJ State Name : Telangana, Code : 36	Buyer's Order No. **72886-99982**	Dated **11-Dec-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	**40 pc**	25.00	pc		**1,000.00**
	CGST						**90.00**
	SGST						**90.00**
	Total		**40 pc**				**₹ 1,180.00**

Received
Inward No: 25490 21/12/20
MRN No: 86572
Nikhil.

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

INR One Thousand One Hundred Eighty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
68042390	1,000.00	9%	90.00	9%	90.00	180.00
Total	**1,000.00**		**90.00**		**90.00**	**180.00**

Tax Amount (in words) : **INR One Hundred Eighty 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

MODI PROPERTIES PVT. LTD.
INWARD
No: 72598
Date: 24/12
Sign: Nikhil

Purchase Order

 11-12-2020 13:16:40

72886
05.12.20 12:12:19

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
Shiv Shakti Machine Tools Hardware & Electricals	**Doc No**	72886	99982
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)	**Doc Date**	11-12-2020	
	Quote No	Nil	
GSTIN 36ADQFS9120G1ZQ	**Quote Date**	02-06-2017	
8121002491 8374457644	**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"*	40.00	25.00	0.00	18.00	1,180.00
					Total Order Value . . .	**1,180.00**

Rupees : One Thousand One Hundred 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	Next Day.
Delivery Location	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: 8790166611
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 ***Vista Homes***

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

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

Name :

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	10.12.2020
Site & Phase :	Vista Homes	Time:	13:59
Supplier:		Req. No.	99982
Material required before date:	12.12.20	ID No.	62194

No	Description	Size	Quantity	Units	Inward No	Date
1	**Blue sheets**		06	No's		
2	**Araldite**		10	No's		
3	Rod cutting Blade 72486		04	Boxes		
4	Bombay Brooms ~~72884~~		100	No's		
5	Sponges		100	No's		
6						
7						
8						
9						
10						

Remarks: For Site office purpose.

Prepared By	Snehapriya	Approved by	Madhu
Sign.& Date	10.12.2020	Sign. & Date	

APPROVED
11 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:	Vista Homes	Date:	05.10.2020
Site & Phase :	Vista Homes	Time:	11:12
Supplier	-	Req. No.	
Material required before date:	07.10.20	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						

Remarks: For

Prepared By	Madhu	Approved by	Madhu
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.