

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	26-12-20	Prepared by:	Prabhakar.P
PO/WO no.	73139	PO / WO Date.	19-12-20
Supplier Name	Venkataramana Satationary and Binding works	PO/WO amount	354-00
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	720	19-12-20	354-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			354-00
Sl. No.	DC .No	DC. Date	MRN No.
1.			86613
2.			
3.			
Amount B –Other Credits :_Transportation charges			-
Amount C –Other Debits :			
Amount D (D=A+B-C) – Amount to be credited to the supplier:			354-00
Amount E – PO / WO value:			354-00
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 (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		4-1-21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement 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/-

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To
M/S. Vista HomesOrder No 73139 Date 19/12/20

Delivery Challan No _____ Date _____

GSTIN 36AAGFV2068P1ZJBill No. 720-20-21 Date 21/20/20

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Register		5	60		300		
2	Chong Reg 100pg							
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

INWARD	
Inward No: 25498	Date: 22/12/20
MRN No: 86613	By: _____
Received By: _____	Sign: <u>nlilil</u>
Vista Homes	

Rupees.....

Total

300

SUB Total

CGST

27

SGST

27

Grand Total

354

354/-

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707



For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

Page(s) 1 Of 1

19-12-2020 10:32:06

Origin:



73139

16.12.20 11:40:30

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

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	73139	180506
Doc Date	19-12-2020	
Quote No	Nil	
Quote Date	19-12-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7576 - Stationery - other - Register - other - nos long register-100 pages	5.00	60.00	0.00	18.00	354.00
Total Order Value . . .					354.00

Rupees : Three Hundred Fifty Four Only.

Terms and Conditions :-**Specification /** 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

Penalty For Delay Nil**Transportation** 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 staff use purpose.**Completion Date** Nil

Requisition Form

Company Name:		Vista Homes		Date:		18.12.2020	
Site & Phase :		Vista Homes		Time:		11:30	
Supplier:				Req. No.		180506	
Material required before date:		20.12.2020		ID No.		62407	

No	Description	Size	Quantity	Units	Inward No	Date
1	Cello Blue pens		24	No's		
2	Cello Black Pens		12	No's		
3	Ordinary Blue Pens		24	No's		
4	Paper Bundles		10	Bundles		
5	Red Pens		06	No's		
6	Permanent Markers Red/ Black/ Green		15	No's		
7	Long Registers (100 Pages) ✓ 20+15		05	No's		
8	Carbon Paper (Blue)		01	Box		
9						
10						

Remarks: For Site office purpose.

Prepared By	Snehapriya	Approved by	Madhu
Sign. & Date	18.12.2020	Sign. & Date	

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

Requisition Form

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

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

Remarks: For site office use purpose.

Prepared By	Madhu	Approved by	Madhu
Sign. & Date	20.10.20	Sign. & Date	

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

