PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	06/02/2021	Prepared by:	~~NEHA~~ MINISH.
PO/WO no.	73818.	PO / WO Date.	12/01/2021
Supplier Name	Sri Balaji Enterprises.	PO/WO amount	2391/-
Firm/Company	Villa Orchid's LLP.	Project	VOC LLP.
Sl. No.	Bill No.	Bill Date	Bill amount
1	164	05/02/2021	2,518/-
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,518/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			88346	☑ 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:	2,518/-
Amount E – PO / WO value:	2391/-
Amount F – Difference (A – E): GST-18%	+127/-

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 / WO	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☐ Yes – Rs.____ /- ~~☐ No~~
Payment – due date	12/02/2021.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 08 FEB 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date		8/2					

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/-

"SHREE GANESHAY NAMAH"

Tax Invoice

SRI BALAJI ENTERPRISES #14-1-418, Near Rocket Ground, New Aghapura, Hyderabad - 01 E-mail : seetaram.joshi@yahoo.com Mob: 9030605690, 9885288441 **GSTN : 36AEIPJ0494H1ZF**	Invoice No. **164** / Dated **05-02-2021** PO / DOC No. **73818** / D.C. No. **164** Vehicle No. **TS07UH-8002** / Destination

Billing Address :
VILLA ORCHIDS LLP
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36AANFG4817C1ZH

Shipping Address :
VILLA ORCHIDS
KOWKUR ALWAL
Rangareddy - 500003
GSTN : 36AANFG4817C1ZH

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	4418	masonite 2 pnl door 80x32 STD SAIZ	32MM	76X32	1	2134.00	2134.00
						Cartage	
					1		2134.00

INWARD
Inward No: 15557 05/02/21
MRN No: 88346 05/02/21
Received By
VILLA ORCHIDS LLP

MODI PROPERTIES PVT. LTD. SECBAD
INWARD
No. 74126
Date 6/2
Sign.

re Tax : Rs 2134.00 Tax Rs.: 384.12 Post Tax Rs.: 2518.12 R/o Rs.: -0.12 **Final Rs.: 2518.00**

HSN / SAC	Taxable Value	CGST		SGST		IGST		
		Rate	Amount	Rate	Amount	Rate	Amount	
4418	2134	9%	192.06	9%	192.06			384.12
								0
								0
Total	**2134**	**0.09**	**192.06**	**0.09**	**192.06**	**0**	**0**	**384.12**

TERMS & CONDITIONS :
1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.

For **SRI BALAJI ENTERPRISES**

Authorised Signatory

Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553
Our BanK: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Purchase Order

 12-Jan-21 4:30:27 PM

73818
16.01.21 10:36:43

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

Supplier Details			
Sri Balaji Enterprises	**Doc No**	73818	63635
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	12-01-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	12-01-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2360 - Carpentry - doors - Panel Doors - Others - Nos *32"x76"*	1.00	2,026.00	0.00	18.00	2,390.68
				Total Order Value . . .		**2,390.68**

Rupees : Two Thousand Three Hundred Ninty and Paise Sixty Eight Only.

Terms and Conditions :-

Specification / Brand	Panel door with mango wood frame sft is Rs. 120+18% GST, Hardware material is Dorset
Payment Terms	After delivery and production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Villa Orchids kowkur, Alwal Phone. .
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	One year on doors.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.above order is for guest bedroom , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For ***Villa Orchids LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

Requisition Form - Doors and hardware (Deluxe)													
Company		Villa orchids llp		Site & Phase	VOC								
Req. no.		63635		Req. Date		12 January 2020							
Material required before		12 January 2020		ID no.	63042								
Prepared by:		A Suresh		Approved by (sign):									
Flat / Block no:		V.no 219											
		guest bedroom purpose											
Type B1 1940 Sft Order Value:		1	Villa										
Type B2 1940 Sft 2BHK Order Value:			Villa										
S No.	Item Description	73818 Units	Qty required for type B1 1940 sft 3BHK villa	Qty required for type B21940 sft 3BHK Villa	Qty required for type B1 1940 sft 3BHK villa	Qty required for type B21940 sft 3BHK Villa	Quantity required	Qty Available at site	Balance Qty to be ordered	Qty in sft	Qty in sq mts	Inward No	Date
2	panel doors-32"x76"	nos			-	1	1		1	16.9	1.6		
	Total						1	-	1	16.9	1.6		

APPROVED
12 JAN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE