

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		5/2/21		Prepared by:		PRABHAKAR	
PO/WO no.		72218		PO / WO Date.		29/1/21	
Supplier Name		Shiv Shakti Tools Hardware and Electricals.		PO/WO amount		4,277.50	
Firm/Company		Vista Homes		Project		Vista Homes.	
Sl. No.	Bill No.	Bill Date	Bill amount				
1	2020-21/4034/SS	2/2/21	4,278-00				
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,278-00				
Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN			
1.	/	/	88225	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :_Transportation charges			—				
Amount C –Other Debits :			—				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			4,278-00				
Amount E – PO / WO value:			4,277.50				
Amount F – Difference (A – E): GST-18%			—				
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. _____ <input checked="" type="checkbox"/> No				
Payment – due date			8/2/21				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			05 FEB 2021				
Date		5/2/21	MINISH 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 : ssmsecunderabad@gmail.com	Invoice No. 2020-21/4034/SS	Dated 2-Feb-2021
		Delivery Note Supplier's Ref. 4034	Mode/Terms of Payment 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. 74218-180600	Dated 29-Jan-2021	
	Despatch Document No.	Delivery Note Date	
	Despatched through	Destination	
	Terms of Delivery		

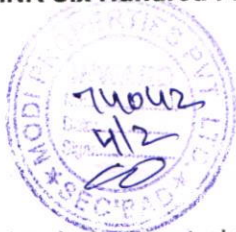
Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Twisted Wire Brush	96035000	15 pc	75.00	pc		1,125.00
2	Cut Off Wheel 4"(B)	68042390	100 pc	25.00	pc		2,500.00
							3,625.00
							CGST
							326.25
							SGST
							326.25
							R/O
							0.50
Total			115 pc				₹ 4,278.00

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

INR Four Thousand Two Hundred Seventy Eight Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
96035000	1,125.00	9%	101.25	9%	101.25	202.50
68042390	2,500.00	9%	225.00	9%	225.00	450.00
Total	3,625.00		326.25		326.25	652.50

Tax Amount (in words) : **INR Six Hundred Fifty Two and Fifty paise 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

[Signature]
 Authorised Signatory

This is a Computer Generated Invoice

Purchase Order



74218

29.01.21 12:31:48

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30-01-2021 1:40:21 PM

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
2-3-7, MG Road, Beside ICICI Bank, Secunderbad-03,(T,S)

GSTIN 36ADQFS9120G1ZQ
8121002491

8374457644

Doc No	74218	180600
Doc Date	29-01-2021	
Quote No	Nil	
Quote Date	29-01-2021	
SupplyType	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4007 - Consumables - Cleaning Brush - NA - nos <i>wire brush</i>	15.00	75.00	0.00	18.00	1,327.50
2 9550 - Tools - Machine Blade - other - nos <i>4" Rod cutting blade</i>	100.00	25.00	0.00	18.00	2,950.00
Total Order Value . . .					4,277.50

Rupees : Four Thousand Two Hundred Seventy Seven and Paise Fifty Only.

Terms and Conditions :-

Specification / As per details given in the quotation.
Payment Terms After Delivery & Production of the Bill
Tax Included in the above price
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 the item not confirming to the specifications . This Order is for Site Use purpose
Completion Date NIL
Measurement NIL
Security NIL
Remarks

For **Vista Homes**
Authorised Signatory

Name : _____

[Signature]
30/01/2021

Name : _____

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**Date : / /

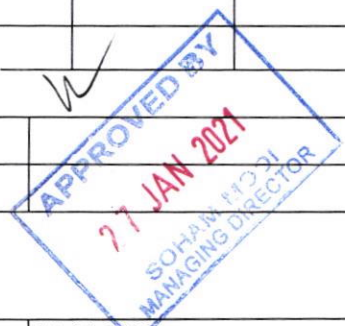
-Requisition Form

Company Name:	Vista Homes	Date:	25.01.2021
Site & Phase :	Vista Homes	Time:	14:34
Supplier:		Req. No.	180600
Material required before date:	28.01.21	ID No.	63362

No	Description	Size	Quantity	Units	Inward No	Date
1	Wire Brush		15	No's		
2	Rod Cutting Blades		04	Box		
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For Site use Purpose.

Prepared By	T.Madhu	Approved by	
Sign.& Date	25.01.21	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:	15.10.2020
Site & Phase :	Vista Homes	Time:	12:10
Supplier	-	Req. No.	
Material required before date:	17.10.2020	ID No.	

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

Remarks: For

Prepared By	T.Madhu	Approved by	
Sign.& Date	15.10.2020	Sign. & Date	

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