PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/02/2021	Prepared by:	T.D. Murthy
PO/WO no.	74619	PO / WO Date.	09/02/2021
Supplier Name	Sri Sai Rohith Marketing Company	PO/WO amount	Rs. 4,425/-
Firm/Company	Villa Orchid LLP	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1.	480	13/02/2021	Rs. 4,425/-
2.	--	-	-
3.			
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,425/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	480	13/02/2021	88712	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits :_	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 4,425/-
Amount E – PO / WO value:	Rs. 4,425/-
Amount F – Difference (A – E):	-
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	**20/02/2021**
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 17 FEB 2021 MANISH PARIKH				
Date	17/2	19/2					

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

GSTIN NO. 36AMHPC9678H1ZM

TAX INVOICE

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

SRI SAI ROHIT MARKETING .CO

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

New Narsimha Nagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad-76. T.S. CELL: 98665 12288

TAX IS PAYABLE ON REVERSE CHARGE (YES/NO)
INVOICE NO: ~~105~~ 480 (Po.no: 74619)
INVOICE DATE: 13/02/2021

TRANSPORTATION NAME:
VEHICLE NO: TS 10 UB 3123 L/R.NO:
DATE & TIME OF SUPPLY: 13/02/2021
PLACE OF SUPPLY:

DETAILS OF RECEIVER (BILLED TO)
Villa orchid's LLP;
5-4-187/3&4, IInd floor M.G. Road
Secundrabad - 500003;
STATE CODE 36 GSTIN NO: 36AMHPC9678H1ZM

DETAILS OF CONSIGNEE (SHIPPED TO)
STATE CODE GSTIN NO:

S.No.	HSN CODE	THICKNESS	DISCRIPTION	NO. OF.PCS	QUANTITY IN.SQ.MTRS	RATE PER.SQ.MTR	Amount Rs. Ps.
1)	2090		Door lock's	50 no		75-00	3750-00
					TOTAL BEFORE TAX		3750-00
					ADD:CGST	9%	337.5
					ADD:SGST	9%	337.5
					ADD:IGST		
					TAX AMOUNT GST		675-00
					GRAND TOTAL		4425-00

94496
17/2

INWARD
Inward No: 1569 Dt: 13/02/21
MRN No: 88712 Dt: 15/02/21
Received By Sign
VILLA ORCHIDS LLP
14:30

BANK DETAILS: HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING.CO
A/C NO. 50200007478658 IFSC CODE: HDFC0000368

Rupees in Words............

1. Once goods sold will not be taken back
2. Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
3. Subject to Secunderabad juridiction only.
4. Our Responsibility ceases sooner the goods leave our premises
E.&O.E

Receiver Stamp & Signature............

For SRI SAI ROHIT MARKETING.CO

Authorised Signature

Purchase Order

 09-02-2021 16:02:52

74619
10.02.21 4:59:45

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 Sai Rohith Marketing Company			
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc No**	74619	63648
	Doc Date	09-02-2021	
GSTIN 36AMHPC9678H1ZM	**Quote No**	Nil	
	Quote Date	12-01-2021	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2090 - Carpentry - hardware - Door Locks - NA - nos *Al. window lock - Latches*	50.00	75.00	0.00	18.00	4,425.00
Rupees : Four Thousand Four Hundred Twenty Five Only.					**Total Order Value . . .**	**4,425.00**

Terms and Conditions :-

Specification / Brand	All items shall be of good quality.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery 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 Villa no. 217,42,221,284,286 & 287.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*
Authorised Signatory

Name : 09/02/2021

Accepted the above Terms And Conditions
For *Sri Sai Rohith Marketing Company*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	01-02-2021
Site & Phase:	VOC	Time:	12:17
Supplier:	SSLLP	Req. No.	63648
Material required before :	**03-02-2021**	ID No.	63673.

No	Description	Size	Quantity	Units	Inward No	Date
1	Aluminum Window latches	Std	50	Nos	75+187.	
	74619					

09 FEB 2021

Remarks: for villa no 217,42,221,284,286,287 fixing purpose

Prepared by	K.SNEHA	Approved by	A.Suresh
Sign.& Date	01-02-2021	Sign& Date	01-02-2021