PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/5/21	Prepared by:	Prabhakar
PO/WO no.	76244	PO / WO Date.	8/4/21
Supplier Name	S. R. Lights	PO/WO amount	23,895-00
Firm/Company	Vista Homes	Project	Vista Homes.
Sl. No.	Bill No.	Bill Date	Bill amount
	2747	23/4/21	23,895-00
Amount A – Bills total(Excluding Transport & Hamali Charges):			23,895-00.

Sl. No.	DC.No	DC. Date	MRN No.	DC matches MRN
1.			91458	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				

Amount B –Other Credits : Transportation charges/Charges	
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	23,895-00
Amount E – PO / WO value:	23,895-00
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 acc~~eptable 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	3/5
Remarks:	Incentive Rs 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		26/4					

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/-

Retail INVOICE / CASH MEMO / BILL

ORIGINAL

GST : 36AHMPR9714P1ZB

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040 66384943, 9000085444, e-mail : sevaram75@gmail.com

S. No. 2747

Date : 23 04 2021

Purchaser R.C. No. / GST No. 36AAGFV2068P1ZD

M.S. Vista Homes (76244) 180750

RR/GR No...Date......................Goods through...........Freight...........Weight...............

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1	Wall Hanging Light Type 3	9405	30	675	20250	0

INWARD
Inward No: 25891 Dt: 23/4/21
MRN No: 9145B Dt: 24/4/21
Received By Sign:
Vista Homes

Rupees in words : Thirty three thousand Eight hundred ninetyfive

Total	20250	0
CGST 9 %	1822	50
SGST 9 %	1822	50
IGST %		
Grand Total	23895	0

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

PROPERTIES PVT LTD SEC'BAD INWARD 7994 Date 26/4

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

For S.R. Lights

 08-04-2021 4:32:37 PM

Purchase Order

76244
30.03.21 4:59:15

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

Supplier Details			
S.R.Lights 846/4-3-2, RP Road, Secunderbad-3	**Doc No**	76244	180750
	Doc Date	08-04-2021	
	Quote No	Nil	
GSTIN 36AHMPR9714P1ZB	**Quote Date**	08-04-2021	
64594769 900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4745 - Electrical - other - Wall Hanging Light - NA - nos *Type 3*	30.00	675.00	0.00	18.00	23,895.00
					Total Order Value . . .	**23,895.00**

Rupees : Twenty Three Thousand Eight Hundred Ninty Five 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	Within 7 days
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	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 E block main door lighting purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Vista Homes*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *S.R.Lights*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	07.04.21
Site & Phase :	Vista Homes	Time:	15:24
Supplier:		Req. No.	180750
Material required before date:	10.04.2021	ID No.	65268

No	Description	Size	Quantity	Units	Inward No	Date
1	**Main Door Lights**		30	No's		
2	76244					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: For E-Block main door lighting purpose.

APPROVED
05 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Prepared By	Md.Khadar	Approved by	
Sign.& Date	07.04.21	Sign. & Date	

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