

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 Vietat Home		Project Vietat Home	
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.
1.	/	/	91458
2.	/	/	
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 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		2/5	
Remarks: PAID Rs 20/-			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			
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/-

Purchase Order

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08-04-2021 4:32:37 PM



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	Doc No	76244	180750
846/4-3-2, RP Road, Secunderabad-3	Doc Date	08-04-2021	
GSTIN 36AHMPR9714P1ZB	Quote No	Nil	
64594769	Quote Date	08-04-2021	
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

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 E block main door lighting purpose

Completion Date Nil

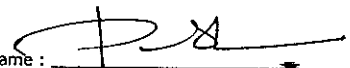
Measurment Nil

Security Nil

Remarks

For **Vista Homes**

Authorised Signatory

Name : 

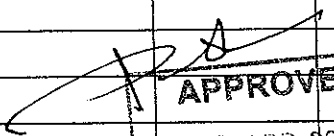
Accepted the above Terms And Conditions

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							
3							
4							
5							
6							
7							
8							
9							
10							
 APPROVED 05 APR 2021 P. PRABHAKAR Sr. MANAGER PURCHASE							
Remarks: For E-Block main door lighting purpose.							
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.