PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	30/4/21	Prepared by:	Prabhakar
PO/WO no.	76516	PO / WO Date.	28/4/21
Supplier Name	Shiv Shakti machine tools and Electricals	PO/WO amount	44425-00
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
	2021/22/355/SS	23/4/21	44425-00
			/
Amount A – Bills total(Excluding Transport & Hamali Charges):			44425-00

Sl. No.	DC.No	DC. Date	MRN No.	DC matches MRN
1.	/	/	91460	☑ 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:	44425-00
Amount E – PO / WO value:	44425-00
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	3/5/21
Remarks:	Incentive Rs 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		30/4/21					

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 : ssmtsecunderabad@gmail.com	Invoice No. **2021-22/355/SS**	Dated **23-Apr-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. **355**	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. **76516-180761**	Dated **20-Apr-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	**50 pc**	75.00	pc		**3,750.00**
	CGST						**337.50**
	SGST						**337.50**
	Total		**50 pc**				**₹ 4,425.00**

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

INR Four Thousand Four Hundred Twenty Five Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
96035000	3,750.00	9%	337.50	9%	337.50	675.00
Total	**3,750.00**		**337.50**		**337.50**	**675.00**

Tax Amount (in words) : **INR Six Hundred Seventy Five 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

Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 25893	Dt: 23/4/21
MRN No: 91460	Dt: 24/4/21
Received By	Sign:
Vista Homes	

INWARD 19942
Dt. 26/4
SEC'BAD LTD.

Purchase Order

 20-04-2021 3:42:45 PM

76516
16.04.21 1:10:45

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**	76516	180761
	Doc Date	20-04-2021	
	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 *wire brush*	50.00	75.00	0.00	18.00	4,425.00
					Total Order Value . . .	**4,425.00**

Rupees : Four Thousand Four Hundred Twenty Five 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
Penality For Delay	NIL
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	We resreve the right to reject the item not confirming to the specifications . This Order is for Site Use purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

For *Vista Homes*
Authorised Signatory

Name : 21/04/2021

Accepted the above Terms And Conditions
For *Shiv Shakti Machine Tools Hardware &*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Vista Homes	Date:	19.04.21
Site & Phase :	Vista Homes	Time:	13:32
Supplier		Req. No.	180761
Material required before date:	22.02.21	ID No.	65491

No	Description	Size	Quantity	Units	Inward No	Date
1	Wire Brushes	Std	50	No's		
2	765.6					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:For Landscape Shabad Stones Cleaning Purpose.

Prepared By	Md.Khadar	Approved by	
Sign.& Date	19.04.21	Sign. & Date	

APPROVED
20 APR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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