PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/7/21	Prepared by:	Monish
PO/WO no.	77736	PO / WO Date.	17/6/21
Supplier Name	Sri Sai Vishal Enters	PO/WO amount	24,800/-
Firm/Company	VOC Lhp	Project	VOC
Sl. No.	Bill No.	Bill Date	Bill amount
1	44	9/7/21	17050/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			17050/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	037	17/6/21	92819	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	17050/-
Amount E – PO / WO value:	24800/-
Amount F – Difference (A – E): GST-18%	7750/-

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	17/7/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monish	[signature]					
Date	13/7	13/7					

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 ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF
(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s Villa orchid LLP

Party GSTIN 36AANFG4617C1ZH

Inv. No. 44 Date : 9/7/21
D.C. No. Date :
P. O. 77736 Date : 17.6.21
Payment
State : **TELANGANA** Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	**20 mm Metal**					
2.	**Baby Chips**					
3.	**Stone Dust**					
4.	**Sand**					
5.	**Red Mutti**					
6.	**Granite**					
7.	**40mm Hand Metal**					
8.	**Crusher Sand**					
9.	**12mm Metal**					
10.	**Cement Solid Bricks**					
	6×8×16 →		550	31	NO	17,050

SUMMIT SALES LLP R.R. DIST. IN WARD No: 82226 Date: 13/7 Sign: L

Rupees in words Seventeen thousand fifty only —	TOTAL	17,050
	SGST @ %	—
	CGST @ %	—
	GRAND TOTAL	17,050

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

Purchase Order

  17-06-2021 14:57:37

77736
15.06.21 11:03:11

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 Vishal Enterprises	**Doc No**	77736	63695
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	17-06-2021	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	19-05-2021	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	800.00	31.00	0.00	0.00	24,800.00
					Total Order Value . . .	**24,800.00**

Rupees : Twenty Four Thousand Eight Hundred Only.

Terms and Conditions :-

part Bill Received @
Bill NO - 419 - 9/7/21
Bill Amt - 17050/-
Bal Amt - 7750/-
[illegible] 13/7/21

Specification / Brand	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Villa Orchids kowkur, Alwal Phone.
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for VOC site Villa no. 11 & 12 front damaged compound wall raising purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

17/06/2021

Name : ____

Name : ____

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Date : __/__/____

Requisition Form

Company Name:	VOC LLP	Date:	12-06-2021
Site & Phase:	VOC	Time:	11.48
Supplier:		Req. No.	63695
Material required before :	**urgent**	ID No.	66613

No	Description	Size	Quantity	Units	Inward No	Date
1	Solid Bricks	(6" x8" x16")	800	Nos		
2						
3						
4						
5	77736					
6						
7						

Remarks: For VOC Site Villa no 11 & 12 Front Damaged Compound wall Raising purpose

Prepared By	A Suresh	Approved by	
Sign.& Date	12-06-2021	Sign. & Date	

APPROVED
17 JUN 2021

Cement Blocks – Weekly Delivery Report

Company/ firm:	VOC-LLP	Requisition nos.:	63695	Total PO quantity:	800
Project:	VOC	PO No(s).	77736	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:	11,12	Total material delivered	Yes/ No	Quantity delivered during week:	550
Supplier:	SAI VISHAL ENTERPRISES	Close PO:	No	Balance quantity to be delivered:	250
Sign of security		Sign of Admin	sneha	Sign of Project manager	suresh
Date	17-06-21	Date	17-06-21	Date	17-06-21

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
	Total:						

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
2.	17-06-21	10:12	6x8x16	550	037	1026	92819
	Total:			550			
Remarks:							

Note: 1. Report to be sent to HO every Saturday with delivery challans of this week with photos. 2. Report must have totals calculated. 3. Specify block size and block type (solid / hollow). 4. Total quantity and delivered quantity includes all types of blocks.

DELIVERY CHALLAN ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN: 36ACZPL1512H1ZF

No. 037 Date : 17.06.21

M/s. VOC Kolcum .

P.O. No. : 77736 Date : 17.06.21

S.No.	PARTICULARS	BRICK SIZE	QUANTITY
1	Solid Brilly	6x8x16	550 no
	Vehicle No. TS 08 UA ~~[illegible]~~ 2216 Time : 7:10 AM Driver Name : Venkatesh		
		Total	550 no

Received the above material in good condition

For SRI SAI VISHAL ENTERPRISES

Receiver's Signature

INWARD
Inward No: 1026 Dt: 17/06/21
MRN No: 92819 Dt: 18/06/21
Received By Sign:
VILLA ORCHIDS LLP

10:12