

PURCHASE DIVISION
Advice for approval for credit to supplier

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Date: 8/10/21		Prepared by: Sneh					
PO/WO no. 80617		PO / WO Date. 14/9/21					
Supplier Name: Villa Legend elevations		PO/WO amount: 1,473/-					
Firm/Company: villa orchids up		Project: villa orchids					
Sl. No.	Bill No.	Bill Date	Bill amount				
1	035	25/9/21	1,472/-				
2							
3							
4							
Amount A - Bills total(Excluding Transport & Hamali Charges):			1,472				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	-	-	97062	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B - Other Credits : Transportation charges			-				
Amount C - Other Debits :			-				
Amount D (D=A+B-C) - Amount to be credited to the supplier:			1,472/-				
Amount E - PO / WO value:			1,472/-				
Amount F - Difference (A - E): GST-18%			/				
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)					
Is difference between PO / Bill acceptable?		<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)					
Excess / short material received		<input type="checkbox"/> Approved - within acceptable limits <input type="checkbox"/> No (explained below)					
Close PO / W?O		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No - wait for balance material <input type="checkbox"/> No (explained below)					
Advance paid / PDC given (deduct when paying)		<input type="checkbox"/> Yes - Rs. ___/- <input checked="" type="checkbox"/> No					
Payment - due date		11/10/21					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Sneh						
Date	8/10/21	8/10/21					

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 exceed 10,000/- 7. MD to approve all bills above 1,00,000/-



INVOICE

Cell : 9246101075

LEGEND ELEVATIONS

CIVIL & PAINTING CONTRACTORS * * GLASS ELEVATIONS
* HPL * ACP CLADDING * SIGNAGES ETC.,

3-5-115/3 & 4, 1st Floor, Opp. APCO, Vittalwadi, Narayanaguda, Hyderabad - 500 029. T.S. E-mail : rsgkst@gmail.com

M/s. Villa Orchids LLP.

Sl.No. 035

Secunderabad, T.S. Customer GST No 36AANFG4817C1ZH.

Date 25/9/2021.

Sl. No.	DESCRIPTION	Qty.	Rate	Amount	
				Rs.	Ps.
01.	Steel Matt Etching Name Plates of size 12"x3" (2 nos) & door nos 4"x4" (2 nos).	4 nos. 104 Sg. Ind.	Rs. 12/ Sg. Ind.	Rs. 1248/-	00
<p>P.O. No: 80617.</p> <p>Bank Name : Bank of Maharashtra A/c. Name : Legend Elevations C-A/c : 60377761695 IFSC : MAHB0000383 Br. Kachiguda, Hyd-27. T.S.</p> <p>Rupees in words <u>One Thousand Four Seven</u> <u>Only</u></p> <p>GSTIN : GSTIN : 36AKPG0292L2Z1</p>				<p>CGST % <u>Rs. 112/-</u></p> <p>SGST % <u>Rs. 112/-</u></p> <p>IGST %</p> <p>Advance</p> <p>Balance</p> <p>GRAND TOTAL <u>Rs. 1472/-</u></p>	

INWARD
 Inward No: 1046 Dt: 27/09/21
 MRN No: 97067 Dt: 29/09/21
 Received By: [Signature]
 VILLA ORCHIDS LLP

INWARD
 No: 5504
 Date: 20/9
 Sign: [Signature]
 S. R. DIST.

For M/s. LEGEND ELEVATIONS

Customer's Signature

[Signature]
Signature

Purchase Order



80617

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From Company : **Villa Orchids LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AANFG4817C1ZH

Supplier Details		Doc No	80617	63795
Legend Elevations		Doc Date	14-09-2021	
3-5-967,Narayanguda,Hyderabad.		Quote No	Nil	
GSTIN 36AIKPG0292L2Z1		Quote Date	03-05-2021	
9246101075		SupplyType	Supply	

Kind Attn : Mr.Ravi Kiran

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6074 - Miscellaneous - SS Name Plates - other - Sq.inches 12x3 SEETA PEDDINTI- 1 no	36.00	12.00	0.00	18.00	509.76
2 6074 - Miscellaneous - SS Name Plates - other - Sq.inches 12x3 JAGADISH KUMAR	36.00	12.00	0.00	18.00	509.76
3 6074 - Miscellaneous - SS Name Plates - other - Sq.inches 4x4- 114	16.00	12.00	0.00	18.00	226.56
4 6074 - Miscellaneous - SS Name Plates - other - Sq.inches 4x4- 115	16.00	12.00	0.00	18.00	226.56
Total Order Value . . .					1,472.64

Rupees : One Thousand Four Hundred Seventy Two and Paise Sixty Four Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Within 7 days
Delivery Location	Villa Orchids kowkur, Alwal Phone.
Penalty For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	5 years warranty on finish.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for SS Name plates and Numbers for V.no.114,115, purpose.
Completion Date	Nil
Measurement	Nil
Security	Nil
Remarks	

For **Villa Orchids LLP**
Authorised Signatory

Accepted the above Terms And Conditions
For **Legend Elevations**

Name :

Name : _____

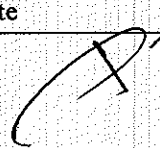
Date : ___/___/___

Contract

1130

Requisition Form

Company Name:		VOC LLP	Date:		12-09-2020	
Site & Phase:		VOC	Time:		14.00	
Supplier:		SSLIP	Req. No.		63795	
Material required before :		18-09-2021	ID No.		69302	
No	Description	Size	Quantity	Units	Inward No	Date
1	SS Number : 114	4" x 4"	01	No		
2	SS Number : 115	4" x 4"	01	No		
3	SS Name : Seeta Peddinti	3" x 12"	01	No		
4	SS Name: Mr. Jagadish Kumar	3" x 12"	01	No		
5						
Remarks: For VOC villa nos 114 & 115 SS Name plates Fxing purpose.						
Prepared By		A Suresh	Approved by			
Sign. & Date		13-09-2021	Sign. & Date			



APPROVED
 14 SEP 2021
 P. PRABHAKAR
 Sr. MANAGER PURCHASE