PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	13/10/21	Prepared by:	Monisha
PO/WO no.	80845	PO / WO Date.	2/9/21
Supplier Name	S.R. Lights	PO/WO amount	10,030/-
Firm/Company	Villa orchid LLP	Project	VOL
Sl. No.	Bill No.	Bill Date	Bill amount
1	3162	1/10/21	10,030/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,030/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	3162	1/10/21	97430	☑ 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:	10,030/-
Amount E – PO / WO value:	10,030/-
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	18/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monisha	[signature]					
Date	13/10/21	20/10/21					

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

ORIGINAL BILL

S.R LIGHTS

4-3-2,R.p ROAD
SECUNERABAD,TELANGANA-500003
Phone : 8886663135,040-66384943
E-Mail : srlights888@gmail.com

GST INVOICE

GSTIN : 36AHMPR9714P1ZB

M/s VILLA ORCHIDS LLP
5-4-187/3& 2ND FLOOR MG ROAD SECUNDERABAD 500
003 36-TELANGANA

GST NO. GSTIN : 36AANFG4817C1ZH

Invoice No. : 3162 Date :
Order No. :
L.R. No. :
Cases : 0
Transport :
Due Date : 01/10/2021

Qty.	Product	HSN	Rate	G.rate	SGST	CGST	Amount
10	G/L -NO 85 S G/A	9405	1003.00	850.00	9.00	9.00	10030.00

INWARD
Inw. No: 1047 Dt: 07/10/21
MRN No: 974307 07/10/2
Received By Sign:
VILLA ORCHIDS LLP

SUMMIT SALES LLP
IN WARD
No. 85522
Date: 13/10/21
Sign:
R.R. DIST

GST 8500*9+9%=765SGST+765CGST, THANKS CUSTUMER

SUB TOTAL	8500.00
SGST 9 %	765.00
CGST 9 %	765.00
CR/DR NOTE	0.00
GRAND TOTAL	10030.00

Rs. Ten Thousand Thirty Only

Terms & Conditions
Goods once sold will not be taken back or exchanged.
Bills not paid due date will attract 24% interest.
All disputes subject to Jurisdication only.
Prescribed Sales Tax declaration will be given.

For S.R LIGHTS

Certified that the particulars given above are true and correct and the amount indicated represents the price actually charged.

Checked By
E.&O.E.

Authorised Signatory

S.R. LIGHT
4-3-2, R.P. ROAD,
SECUNDERABAD-3. TELANGANA

Bank Details
Bank Name: YES BANK
Bank A/C No:041361900000335
Branch Name: Secunderabad
IFSC Code: YESB0000413

Purchase Order

80845
18.09.21 11:28:02

 22-09-2021 16:35:42

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

Supplier Details

S.R.Lights
846/4-3-2, RP Road, Secunderbad-3

GSTIN 36AHMPR9714P1ZB
64594769 900008544/9246370769

Doc No	80845	63797
Doc Date	21-09-2021	
Quote No	Nil	
Quote Date	01-04-2015	
SupplyType	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4544 - Electrical - other - Decorative fittings - NA - nos *With Lamp*	10.00	850.00	0.00	18.00	10,030.00
				Total Order Value . . .		**10,030.00**

Rupees : Ten Thousand Thirty Only.

Terms and Conditions :-

Specification /	All items shall be of "United" brand, wall light, model no.365 with lamp, MS body, 4 sided.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Villa Orchids kowkur, Alwal Phone. .
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 V.no.287,286,, 282, 258, 12 front compound wall area inside fixing purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Villa Orchids LLP*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***S.R.Lights***

Name :

Date : __/__/____

Money

1203

Requisition Form

Company Name:	VOC LLP	Date:	20-09-2021
Site & Phase:	VOC	Time:	11.00
Supplier:	SSLLP	Req. No.	63797
Material required before :	**22-09-2021**	ID No.	69503

No	Description	Size	Quantity	Units	Inward No	Date
1	Gate Lamps	365 D	10	Nos		

Remarks: For V.No 286 & 287 & 282 & 258 & 12 & Front compound wall area inside Fixing purpose

Prepared By	A Suresh	Approved by	
Sign.& Date	20-09-2021	Sign. & Date	

APPROVED
24 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE