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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/11/21	Prepared by:	Monika
PO/WO no.	76341	PO / WO Date.	10/4/21
Supplier Name	V. Anand	PO/WO amount	9,375/—
Firm/Company	Vista Homes	Project	Vista Homes
Sl. No.	Bill No.	Bill Date	Bill amount
1	153	10/4/21	9,375/—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			9,375/—

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ 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:	9,375/—
Amount E – PO / WO value:	9,375/—
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	15/11/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M.D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Monika	[signature]	[signature]				
Date	14/11/21	13/11					

APPROVED
14 NOV 2021
MINISH PARIKH
[MANAGER PROCUREMENT]

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/-

GST No. ~~36AHTPV[illegible]~~ | **TAX INVOICE** | Ph: 9908606185

VADLA ANAND

Specialist in : CARPENTER WORKS

318M, BN Reddy, Cherlapally, Hyderabad, Ranga Reddy, Telangana 500051.

Tax In Payable of Reverse Charge : Invoice Serial No. : 153 Invoice Date :	Transportation Mode Vechicle No Date & Time of Supply Place of Supply
Details of Receiver / Billed To : Name Vista Homes Address GSTIN/UN 36AAGFV2068P1Z5 State State Code	**Details of Consignee / Shipped To:** Name Address ~~R.W.O. NO [illegible]~~ ~~[illegible]~~ GSTIN/UN P.W.O NO 76341 State State Code

S.No.	DESCRIPTION	Qty.	Rate	AMOUNT Rs.	Ps.
1	Conferance Table 4.5ft	18.75	500/-	9375/-	

Total Invoice Amount In Words: Nine Thousand Three Hund Seventy five only	Total Amount	9375/-
	Transport Charges	
	Labour Charges	
Bank Details: **Bank Name** **Branch:** **Bank A/C:** **Bank IFSC:**	~~CGST @ %~~	
	~~SGST @ %~~	
	~~IGST @ %~~	
	NET AMOUNT	9375/-

SUMMIT SALES LLP
IN WARD
No: 83010
Date: 18.11.21
Sign:
R.R. DIST.

Receiver'signatory

For **VADLA ANAND**

Authorised Signatory

Requisition Form

Company Name:	Vista Homes	Date:	07.04.21
Site & Phase :	Vista Homes	Time:	15:24
Supplier:		Req. No.	180754
Material required before date:	10.04.2021	ID No.	65272

No	Description	Size	Quantity	Units	Inward No	Date
1	**Conference Table**	7'6" x2'6"x2'6"	01	No's		
2						
3						
4						
5	(Note; Issue Work order to V.Anand,)					
6						
7						
8	76841					
9			APPROVED 10 APR 2021 MINESH PARIKH MANAGER PROCUREMENT			
10						

Remarks: For E-112 sales office conference table 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.

Requisition Form

Company Name:	Vista Homes	Date:	
Site & Phase :	Vista Homes	Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

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.

 Regular 10-04-2021 13:11:08

Purchase Order

76341
30.03.21 5:01:54

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details

V. Anand
#4-20/2, B.N. Reddy colony, Cherlapally.

GSTIN -

9908606185

Doc No	76341	180754
Doc Date	10-04-2021	
Quote No	Nil	
Quote Date	16-09-2019	
SupplyType	Supply And Installation	

Kind Attn : Mr. V. Anand

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	5583 - Furniture - Conference Table - NA - Sft *Wenge laminate - 7'6" x 2'6" - 01 no*	18.75	500.00	0.00	0.00	9,375.00
Rupees : Nine Thousand Three Hundred Seventy Five Only.					**Total Order Value . . .**	**9,375.00**

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dtd. 16/09/2019.
Payment Terms	After Delivery & Production of bill
Tax	NA
Delivery Date	Within 4days.
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 Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for E- 112 Sales office purpose. Labour charges inlcuded in above price.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
Security	Nil
Remarks	

Pending

For *Vista Homes*
Authorised Signatory

Name : 10/04/2021

Accepted the above Terms And Conditions
For *V. Anand*

Name : ____________

Date : __/__/____