

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 22/3/22		Prepared by: Y. H. W. S. I.					
PO/WO no. 86589		PO / WO Date. 19/3/22					
Supplier Name: Sri Baiji Prinfact		PO/WO amount: 1568					
Firm/Company: Mehlag nani Realty		Project: Kowloon					
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	064	14/3/22	1568				
2.							
3.							
Amount A – Bills total(Excluding Transport & Hamali Charges):							
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	064	14/3/22		<input 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			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							
Amount C –Other Debits :							
Amount D (D=A+B-C) – Amount to be credited to the supplier:				1568			
Amount E – PO / WO value:				1568			
Amount F – Difference (A – E):							
Quantity received as per PO /WO		<input 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 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 type="checkbox"/> No					
Payment – due date		28/3/22					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>				
Date	22/3/22						

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 of DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- 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/-

- ☛ SCREEN PRINTING ☛ OFFSET PRINTING,
 - ☛ MULTI COLOUR ☛ PRINTING SIGN BOARDS
 - ☛ SHOP BOARDS ☛ COMPUTER STATIONERY PRINTING
- ALL TYPES OF PRINTING WORKS



3-2-289, Beside Anjali Theatre,
Opp. Sai Baba Temple,
Avulamanda, Secunderabad.

Mobile : 98488 61473
99666 61473

sribalajiprinters@rediffmail.com
sribalajiprinters1985@gmail.com

TAX INVOICE

To,
Mehta & Modi Reality Kowkooor LLP
5-4-187/3&4, II Floor, MG. Road,
Secunderabad - 500 003.
Customer GSTIN : **36ABLFM7631F1Z3**

Bill No. : 064
Dated : 14-03-2022
DC No. :
DC Date :
PO No. :

S.No.	Description	HSN CODE	SGST %	CGST %	QTY	Rate	Amount
1	Visiting cards of K. Purshotham	49111010	6	6	200No	1.75/-	350.00
2	Visiting cards of A. Suresh .	49111010	6	6	200No	1.75/-	350.00
3	Visiting cards of B. Kranthi	49111010	6	6	200No	1.75/-	350.00
4	Visiting cards of V. Naveena Yadav	49111010	6	6	200No	1.75/-	350.00
						TOTAL	1,400.00
						SGST TOTAL	84.00
						CGST TOTAL	84.00
						NET	1,568.00

Bank Details :

Name : Kotak Mahendra Bank
A/c No. : 7945120749
Branch : General Bazzar, Secunderabad
IFSC : KKBK0007450

Terms & Conditions:

- Interest at the rate 36% per annum will be charged on after the due date
- Material once printed cannot be changed or replaced
- Subject to Secunderabad Jurisdiction

For **SRI BALAJI PRINTERS**

Authorised Signatory

GSTIN : 36AXNPP1921H2ZA

Purchase Order

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19-03-2022 11:17:54



16.03.22 2:13:32

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Sri Balaji Printers
3-2-289, Beside Anjali Theatre, Opp. Sai Baba Temple, Avulamanda,
Secunderabad.

GSTIN -

9848861473/9603650074

Doc No	86539	166988
Doc Date	19-03-2022	
Quote No	Nil	
Quote Date	19-03-2022	
SupplyType	Supply	

Kind Attn : Mr.P.Shanker

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	IGST	Amount
1 7653 - Stationery - printing - Visiting cards - NA - nos <i>Visiting Cards of K.Purushotham, A.Suresh, B.Kranthi, V.Naveena Yadav</i>	800.00	1.75	0.00	12.00	1,568.00
Total Order Value . . .					1,568.00

Rupees : One Thousand Five Hundred Sixty Eight Only.

Terms and Conditions :-

Specification / Brand Visiting Cards of K.Purushotham, A.Suresh, B.Kranthi, V.Naveena Yadav**Payment Terms** Against Delivery & Production of bill.**Tax** All taxes included in above price.**Delivery Date** Delivered**Delivery Location** Greenwood Heights

Sy no: 196, Kowkur.

Phone. 040-66335551

Penalty For Delay Nil**Transportation Cost** Nil**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for staff identification purpose.**Completion Date** 19-03-2022**Measurement** Nil**Security** Nil**Remarks**For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

For **Sri Balaji Printers**

Date : ___/___/___