PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/3/22	Prepared by:	[illegible]
PO/WO no.	86535	PO / WO Date.	19/3/22
Supplier Name	SRI Balaji PRINTERS	PO/WO amount	1568/-
Firm/Company	MADI Properties Pvt Ltd	Project	MADI Properties Pvt Ltd
Sl. No.	Bill No.	Bill Date	Bill amount
1.	062	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.	062	14/3/22		□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ 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	□ 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	28/3/22
Remarks:-	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[illegible]						
Date	22/3/22						

APPROVED BY 22 MAR 2022 PRASAD MANAGER PROMOTIONS

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. 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

SRI Balaji PRINTERS

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,
Modi Properties Pvt. Ltd.
5-4-187/3&4, II Floor, MG. Road,
Secunderabad - 500 003.
Customer GSTIN : **36AABCM4761E1ZM**

Bill No. : 062
Dated : 14-03-2022
DC No. :
DC Date :
PO No. :

S.No.	Description	HSN CODE	SGST %	CGST %	QTY	Rate	Amount
1	Visiting cards of Jai kumar	49111010	6	6	200No	1.75/-	350.00
2	Visiting cards of A. Sambasiva Rao	49111010	6	6	200No	1.75/-	350.00
3	Visiting cards of Soham Modi	49111010	6	6	200No	1.75/-	350.00
4	Visiting cards of C. Raj Kumar	49111010	6	6	200No	1.75/-	350.00

Bank Details :

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

TOTAL	1,400.00
SGST TOTAL	84.00
CGST TOTAL	84.00
NET	1,568.00

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

 19-03-2022 11:17:54 Or

86535
16.03.22 2:13:31

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AABCM4761E1ZM

Supplier Details			
Sri Balaji Printers	**Doc No**	86535	166986
3-2-289,Beside Anjali Theatre, Opp.Sai Baba Temple,Avulamanda, Secunderbad.	**Doc Date**	19-03-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	19-03-2022	
9848861473/9603650074	**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 *Visiting Cards of Soham Modi, Jai Kumar, A.Sambasiva Rao, C. Raj Kumar*	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 Soham Modi, Jai Kumar, A.Sambasiva Rao, C. Raj Kumar
Payment Terms	Against Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Delivered
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality 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
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Printers***

Name : ____________

Date : __/__/____