PURCHASE DIVISION
Advice for approval for credit to supplier

F

Date:	19/03/22	Prepared by	P. Prabhakar	Serial no.	2318
Supplier name	Sri Balaji Enterprises.			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	23/02/22	PO/WO No.	85833	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	198	14/03/22	3,698/-	□ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,698/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN □ 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:	3,698/-
Amount E – PO / WO value:	3,800/-
Amount F – Difference (A – E):	102/-
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	28/03/22
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajaksh.	Prabhakar			
Sign:		APPROVED			
Date		21 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Tax Invoice

SRI BALAJI ENTERPRISES
14-1-418, NEAR ROCKET GROUND
NEW AGHAPURA HYDERABAD
500001 T.S
Phone no.: 9030605690
Email: seetaram.joshi@yahoo.com
GSTIN: 36AEIPJ0494H1ZF
State: 36-Telangana

Invoice No. **198**	Date **14-03-2022**
Place of supply **36-Telangana**	PO date **23-02-2022**
PO number **85833**	Vehicle Number **TS10UB-3123**

Bill To

MODI PROPERTIES PVT LTD

5-4-187/3&4, 2 nd Floor,
MG Road, Secunderabad - 03

Contact No.: 9502277299

GSTIN Number: 36AABCM4761E1ZM

State: 36-Telangana

Ship To

May Flower Platinum
Sy 82/1 Mallapur Nacharam
(R.R.DST) Pin cod -500076

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	L- PATTI (2X2)	8302	2x2	432	NOS	₹ 7.00	₹ 544.32 (18%)	₹ 3,568.32
2	WOOD SCREWS 50X8MM (100 PER PKT)	8302	50x8mm	1	PKT	₹ 110.00	₹ 19.80 (18%)	₹ 129.80
	Total			**433**			**₹ 564.12**	**₹ 3,698.12**

Invoice Amount In Words

Three Thousand Six Hundred Ninety Eight Rupees only

Amounts:

Sub Total	₹ 3,698.12
Round off	- ₹ 0.12
Total	**₹ 3,698.00**
Received	₹ 0.00
Balance	₹ 3,698.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 3,134.00	9%	₹ 282.06	9%	₹ 282.06	₹ 564.12
Total	**₹ 3,134.00**		**₹ 282.06**		**₹ 282.06**	**₹ 564.12**

Terms and conditions:

GOODS ONCE SOLD WILL NOT BE TAKEN BACK
SUBJECT TO HYDERABAD JURI ATTRACT INTEREST AT 24% P.A.SDICTION.
PAYMENT POST DUE DATE WILL

INWARD
Inward No: 18917 Dt: 16/03/22
GRN No: 104959 Dt:
Received by: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

SUMMIT SALES LLP R.R. DIST.
INWARD No: 92313
Date: 16/3
Sign:

SRI BALAJI ENTERPRISES HYD.

TRUE COPY

Purchase Order

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14.02.22 2:36:59

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 Enterprises	**Doc No**	85833	178386
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	23-02-2022	
	Quote No	NIL	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	23-02-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9598 - Tools - Bracket - NA - Nos *2" x 2"*	450.00	7.00	0.00	18.00	3,717.00
2	2281 - Carpentry - hardware - Wooden Screws - Others - Pkts *50mm x 8mm*	1.00	70.00	0.00	18.00	82.60
					Total Order Value . . .	**3,799.60**

Rupees : Three Thousand Seven Hundred Ninty Nine and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 fo part 2 duct use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : 24/02/2022

Name : ______________________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	12.02.2022
Site & Phase :	May Flower Platinum	Time:	15:20
Supplier		Req.No.	178386
Material required before date:	16.02.2022	ID No.	74043

No	Description	Size	Quantity	Units	Inward No	Date
1	Bison boards	6'x4'	60	Nos		
2	L angle brackets	2"x2"	450	Nos	85833	
3	Wooden screws	50mm x 8mm	60	Nos		
4						
5						
6						
7						
8						
9				24 FEB 2022		
10						

Remarks: Towards Part II Ducts use purpose

Prepared By	B.Nandini	Approved by	S.V.Subba Reddy
Sign.& Date	12.02.2022	Sign. & Date	