PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	25/3/22	Prepared by	Manoj	Serial no.	270
Supplier name	Venfrawa Stationary & Binding Work			HO inward no.	
Firm/Company	MRPLLP	Project	NGH	HO received date	
PO/WO date	22/3/22	PO/WO No.	86622	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1338	23/3/22	20,390/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	20,390/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos: 105229 — 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:	20,390/-
Amount E – PO / WO value:	20,390/-
Amount F – Difference (A – E):	
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	28/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	Prabhakar			
Sign:	Manoj	APPROVED			
Date	25/3/22	26 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

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Purchase Order

 22-03-2022 11:23:43

86622
16.03.22 2:13:33

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5
G S T No. : 36ABIFM1836H1Z7

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	86622	181890
Doc Date	22-03-2022	
Quote No	Nil	
Quote Date	08-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4585 - Electrical - other - Insulation tape - NA - nos *Concrete tape*	48.00	360.00	0.00	18.00	20,390.40
Rupees : Twenty Thousand Three Hundred Ninty and Paise Fourty Only.			**Total Order Value . . .**			**20,390.40**

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	Nilgiri Heights pocharam Phone. .9849497484
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 Shuttering joints closing 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Modi Realty Pocharam LLP*

Authorised Signatory

Name : 22/03/2022

Accepted the above Terms And Conditions

For *Venkatramana Stationery & Binding works*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP	Date:	22.03.22
Site & Phase :	Niligiri Heights	Time:	09.30 AM
Supplier:	Navakar tapes	Req. No.	181890
Material required before date:	urgent	ID No.	74870

No	Description	Size	Quantity	Units	Inward No	Date
1	**Concrete tape -Yellow colour**	85mts	48	No's		
2						
3						
4						
5						
6	86622					
7						
8						
9						
10						
11						

APPROVED
22 MAR 2022
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Shuuttering joints closing purpose

Prepared By	Sharvani	Approved by	
Sign.& Date	22.03.22	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:		Date:	
Site & Phase :		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						
10						

Remarks: For

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.