

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | | | |
|---|------------------|--------------------|---------------------|--|-----------------------------|------------|------------------|
| Date: | | 11/4/22 | | Prepared by: | | G. H. H. | |
| PO/WO no. | | 86872 | | PO / WO Date. | | 30/3/22 | |
| Supplier Name | | PRITHANKA PRINTERS | | PO/WO amount | | 1950/- | |
| Firm/Company | | MEHRA & MADHUKAR | | Project | | GHT | |
| Sl. No. | Bill No. | Bill Date | | Bill amount | | | |
| 1. | 524 | 7/4/22 | | 1950/- | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | | | | | |
| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN | | | |
| 1. | 524 | 7/4/22 | 105968 | <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: | | | | | | 1950/- | |
| Amount E – PO / WO value: | | | | | | 1950/- | |
| 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 | | | | 18/4/22 | | | |
| Remarks: | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign: | G. H. H. | | | | | | |
| Date | 11/4/22 | | | | | | |

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 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/-

Purchase Order

Page(s) 1 Of 1

05-04-2022 10:54:20

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



86872
16.03.22 2:13:36

Supplier Details

Priyanka Printers
1-4-5/37/A, Bholakpur, Hyderabad

GSTIN -

9849558805

| | | |
|------------|------------|--------|
| Doc No | 86872 | 166999 |
| Doc Date | 30-03-2022 | |
| Quote No | | |
| Quote Date | 30-03-2022 | |
| SupplyType | Supply | |

Kind Attn : Mr. Venu

Purchase Order for the Supply of following Items.

| Item Name | Qty | Rate | Dis% | IGST | Amount |
|--|--------|-------|------|------|-----------------|
| 1 7622 - Stationery - printing - Flat files - NA - nos GHT Flat Files | 100.00 | 19.50 | 0.00 | 0.00 | 1,950.00 |
| Total Order Value . . . | | | | | 1,950.00 |

Rupees : One Thousand Nine Hundred Fifty Only.

Terms and Conditions :-

| | |
|-----------------------|--|
| Specification / Brand | GHT Flat Files |
| Payment Terms | After Delivery & Production of bill |
| Tax | Inclusive of all taxes |
| Delivery Date | 8-04-2022 |
| 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. |
| Completion Date | 8-04-2022 |
| Measurement | Nil |
| Security | Nil |
| Remarks | Nil |

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Priyanka Printers**

Name : _____

Contact --

Name : _____

Date : ___/___/___



PRIYANKA PRINTERS

★ OFFSET PRINTING ★ SCREEN PRINTING ★ LETTER PADS
 ★ INVITATIONS ★ VISTING CARDS ★ ID CARDS ★ BROUCHERS ★ PHAMPLATES
 ★ OFFICE FILES ★ STICKERS ETC.,

9-5-80/2A, Anjaiaha Nagar, Old Bowenpally, Hyderabad - 500 011, Telangana State.
 Email : priyankaprinters4@gmail.com

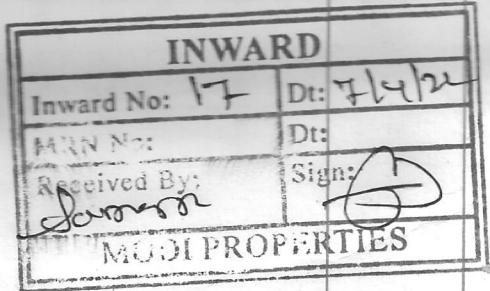
No. 524

Date : 7/04/2022

M/s Mehta & Modi Realty Kowkur Up
 M.C. Road, Secunderabad.

Party GSTIN.

| SI No. | PARTICULARS | HSN Code | Qty | Rate | Amount Rs. Ps. |
|--------|-------------|----------|-----|-------|-------------------|
| 1. | Flet files | | 100 | 19.50 | 1,950.00 |



E. & O.E.

Rupees... One Thousand
 ... nine hundred and
 ... fifty only.

Bank Details
 Bank : Punjab & Sind Bank
 A/c : 03191100022739
 Branch : Secunderabad Park Lane
 IFSC Code : PSIB0000319

| | |
|-------|----------|
| CGST | - |
| SGST | - |
| TOTAL | 1,950.00 |

GSTIN: 36AROPK5593K1Z0
 Composite Scheme

For PRIYANKA PRINTERS

Goods once sold Cannot be taken back

Subject to Secunderabad jurisdiction

R. Venu

| 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 | 11/4/22 | | | | | | |

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