E

PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 21/4/22 | Prepared by | Manu | Serial no. | |
| Supplier name | Rita Seeds Stores | | | HO inward no. | - 3347 |
| Firm/Company | MRMLLP | Project | GMR | HO received date | |
| PO/WO date | 11/4/22 | PO/WO No. | 87163 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 842 | 15/4/22 | 3,200/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A Bills total (Excluding Transport & Hamali Charges): | 3,200/- |

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: | 3,200/- |
| Amount E – PO / WO value: | 3,200/- |
| 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 | 2/5/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Manu | | | | |
| Sign: | Manu | | | | |
| Date | 21/4/22 | | | | |
| 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.

GSTIN : 36AKAPK8182D1Z8 **TAX INVOICE** ☎ : 23222835 : 66778470

# RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

**# 3-6-295/4, Hyderguda, Hyderabad-29 (T.S.) INDIA**

No. 842 Date 15-04-2022

M/s. Modi Reality Mallapur LLP
Hyd-bad. / DOC nr. 8763/19 3026

| Sl. No. | PARTICULARS | Qty. | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| 1. | plant cutter | 1n | 600/- | 600- | 00 |
| 2. | plant cutti | 3n | 800/- | 2400- | 00 |
| 3. | kurpi | 2n | 100/- | 200- | 00 |
| | M-Shekar 9000978917 15/04/22 | | | | |
| | | | TOTAL | 3200- | 00 |

SUMMIT SALES LLP ★ R.R. DIST ★ IN WARD No: 93338 Date: 20/4 Sign:

INWARD MODI REALTY MALLAPUR LLP Inward No 8143 Dt. MRN No Dt. Received By Sign 15/4/4

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

For **RITA SEEDS STORE**

Signature

# Purchase Order

 11-04-2022 12:32:23

87163
04.04.22 1:33:42

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

| **Supplier Details** | | | |
|---|---|---|---|
| Rita Seeds | **Doc No** | 87163 | 193036 |
| Basheerbagh, Secunderabad. | **Doc Date** | 11-04-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AKAPK8182D1Z8 | **Quote Date** | 08-04-2021 | |
| 23222835,65168470 9949015953 | **SupplyType** | Supply | |

**Kind Attn : Mr. Suresh**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9552 - Tools - Plant cutter - NA - nos<br>*Prunning Cutter* | 1.00 | 600.00 | 0.00 | 0.00 | 600.00 |
| 2 | 9552 - Tools - Plant cutter - NA - nos<br>*edge cutter* | 3.00 | 800.00 | 0.00 | 0.00 | 2,400.00 |
| 3 | 9515 - Tools - Curpi - NA - nos | 2.00 | 100.00 | 0.00 | 0.00 | 200.00 |
| | | | | **Total Order Value . . .** | | **3,200.00** |

Rupees : Three Thousand Two Hundred Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, Admin 9502211011 |
| **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 site gardening 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 Reality Mallapur LLP***

Authorised Signatory

Name : 12/04/2022

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ______________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MODI REALTY MALLAPUR LLP | Date: | 04.04.22 |
| Site & Phase : | GULMOHAR RESIDENCY | Time: | 11:00 |
| Supplier | | Req. No. | 193036 |
| Material required before date: 06.04.22 | | ID No. | 75269 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1. | Hedge cutters | | 3 | No's | | |
| 2. | Pruning cutter | | 1 | No's | | |
| 3. | Kurpi | | 2 | No's | | |
| 4. | | | | | | |
| 5. | 87163 | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

Remarks: For gardening work purpose at GMR site .

| | | | |
|---|---|---|---|
| Prepared By | A.Janaki | Approved by | Ram prasad |
| Sign.& Date | 04.04.22 | Sign. & Date | |

APPROVED
12 APR 2022
MINISH PARIKH
MANAGER PROCUREMENT

Note:

14 APR 2022
PROJECT MANAGER