PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	27/4/22	Prepared by	Manju	Serial no.	3544
Supplier name	Rita Seeds			HO inward no.	
Firm/Company	MCS	Project	Green Towers	HO received date	
PO/WO date	28/3/22	PO/WO No.	86823	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	844	18/4/22	6,500/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	6400/-

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	100/-
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	6,500/-
Amount E – PO / WO value:	6500/-
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:	Manju				
Sign:	Manju				
Date	27/4/22				
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. 844 Date 18/04/2022

M/s Modi Consultancy Services

Sec bad DOC NO. 86823/183458 dt 28/3 2022

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Compcert	20 mp	200/	4000	00
2.	Xleumur	2 mp	750/	1500	00
3	Dust	10 kg	100/	1000	00
	Received material				
	Rs. 6600/-				
	Hamali		TOTAL	6500 100	00 00

SUMMIT SALES LLP
IN WARD
No: 93524
Date: 20/4
Sign:
R.R. DIST.

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction. Total Rs. 6600/-

For **RITA SEEDS STORE**

6600

Signature

Purchase Order

 04-04-2022 11:51:06

86823
16.03.22 2:13:36

From Company : **Mody Consultancy Services**
5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003.
G S T No. :

Supplier Details			
Rita Seeds	**Doc No**	86823	183458
Basheerbagh, Secunderabad.	**Doc Date**	28-03-2022	
	Quote No	NIL	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	28-03-2022	
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	3167 - Chemicals - Vermicompost - NA - bags *20kgs*	20.00	200.00	0.00	0.00	4,000.00
2	3121 - Chemicals - Neem care powder - NA - kgs *40kgs*	2.00	750.00	0.00	0.00	1,500.00
3	3112 - Chemicals - Gamaxin - NA - kgs *1kg*	10.00	100.00	0.00	0.00	1,000.00
			Total Order Value . . .			**6,500.00**

Rupees : Six Thousand Five Hundred 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 Greens Towers
Begumpet Main Road, Hyd. Opp. Hyderabad Public School.
Phone. 66335551

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 Green Tower gardening purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For *Mody Consultancy Services*
Authorised Signatory
Name : 04/04/2022

Accepted the above Terms And Conditions
For *Rita Seeds*
Name :

Date : _/_/_

Requisition Form

Company Name:	MCS	Date:	25-03-2022
Site & Phase :	Greens towers	Time:	10:30 AM
Supplier		Req. No.	183458
Material required before date:	Urgent	ID No.	75058

No	Description	Size	Quantity	Units	Inward No	Date
1	WADELIA	STD	180	NOS		
2	NERIUM PLANT	STD	190	NOS		
3	LANTANA PINK & WHITE	STD	180	NOS		
4	FISCUS GRASS	STD	8	BAGS		
5	NEEM POWDER	STD	2	BAGS		
6	GAMAXINE POWDER 21 86823	STD	10	BAGS		
7	VARMI COMPAST	STD	20	BAGS		
8						
9						
10						

Remarks : Towards GREENS TOWERS GARDENING WORK PURPOSE.

Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	25- 03-2022	Sign. & Date	

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

APPROVED
28 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
26 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Nee - Holly - 750/-
1-kg - 100/-
25 kg - 1200/-
20kg - 200/-

eshul