PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	12/5/22	Prepared by	Deepa	Serial no.	
Supplier name	Sri balaji Enterprises			HO inward no.	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	21/4/22	PO/WO No.	87585	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	7	4/5/22	2,124/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			2,124/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	106997	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:			2,124/-
Amount E – PO / WO value:			2,124/-
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	16/5/22		
Remarks:	final bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa	APPROVED			
Sign:	[signature]	[signature]			
Date	12/5/22	13 MAY 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.

Purchase Order

 21-04-2022 16:55:38 Origi

87585
20.04.22 3:07:37

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Sri Balaji Enterprises	**Doc No**	87585	141401
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	21-04-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	18-04-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2156 - Carpentry - hardware - S.S. Screws - other - pkts *100 x 4.85*	3.00	600.00	0.00	18.00	2,124.00
				Total Order Value . . .		**2,124.00**

Rupees : Two Thousand One Hundred Twenty Four 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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 door frames bottom fixing A-Block 601 to 605 & 614 to 617, 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 *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : ________________

Contact - -

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	18-04-2022
Site & Phase :	GHT	Time:	17:27
Supplier		Req. No.	141401
Material required before date:	19-04-2022	ID No.	75709

No	Description	Size	Quantity	Units	Inward No	Date
1	Wooden screws star	25 X 8mm	06	Packets		
2	Wooden screws star	30 X 8mm	06	Packets		
3	SS Screw star 87585	100X4.85mm	03	Packets		
~~87532~~						

Remarks: - For ght site A-block 601to 605&614to617 purpose

Prepared By	K.Sneha	Approved by	A Suresh
Sign.& Date	18-04-2022	Sign. & Date	18-04-2022

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

APPROVED
21 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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. **7**	Date **04-05-2022**
Place of supply **36-Telangana**	PO date **21-04-2022**
PO number **87585**	Vehicle Number **TS10UB-3123**

Bill To

MEHTA & MODI REALTY KOWKUR LLP

5-4-187/3&3,2 nd floor
MG Road Secunderabad
500003

Contact No.: 9502232100

GSTIN Number: 36ABLFM7631F1Z3

State: 36-Telangana

Ship To

GREENWOOD HEIGHTS
Sy no 196 kowkur Rangareddy -

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	SCREWS 100X8MM (100 PER PKT)		3	PKT	₹ 600.00	₹ 324.00 (18%)	₹ 2,124.00
	Total		**3**			**₹ 324.00**	**₹ 2,124.00**

Invoice Amount In Words

Two Thousand One Hundred Twenty Four Rupees only

Amounts:

Sub Total	₹ 2,124.00
Total	**₹ 2,124.00**
Received	₹ 0.00
Balance	₹ 2,124.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 1,800.00	9%	₹ 162.00	9%	₹ 162.00	₹ 324.00
Total	**₹ 1,800.00**		**₹ 162.00**		**₹ 162.00**	**₹ 324.00**

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

UPI SCAN TO PAY

INWARD
Inward No: 12501 Dt: 04/05/22
MRN No: 106997 Dt: 9/5/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: KIRAN DEVI JOSHI

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 94350
Date: 12/5
Sign: