PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/5/22	Prepared by	Manoj	Serial no.	4280
Supplier name	S.K. Enterprises			HO inward no.	
Firm/Company	MPPL	Project	HO	HO received date	
PO/WO date	13/5/22	PO/WO No.	88229	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	104	17/5/22	8770/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8770/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 10738	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:	8770/-
Amount E – PO / WO value:	8771/-
Amount F – Difference (A – E):	-1/-
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj				
Sign:	Manoj				
Date	19/5/22				
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.

G.S.T. INVOICE

Ph : 040-48544485

S.K. ENTERPRISES

Authorised Sales & Service Dealers of **EXIDE BATTERIES**

5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad-3.

Cell : 9848996678

EXIDE

Name: MODI PROPERTIES (P) LTD.

Address: M.G. Road Secunderabad.

Date 13/5/2022 No. 88229

G.S.TIN No. 36AABCM4761B1ZM Phone No 9381246009

~~CASH~~ / CREDIT INVOICE No. 104 Date : 17/05/2022 D.C. No. Date :

Vehicle No. / Bty. Serial No. A1I1D433173

Sl.No.	PARTICULARS	Quantity	RATE Per Each	AMOUNT Rs.	Ps.
	Exide Battery fulley charged. IB1000 (12V)	one	6852/-	6852	00
				6852	00
			SGST 14 %	959	00
			CGST 14%	959	00
			TOTAL	8770	00
	H.S.N. Code : 85071000, ~~85072000, 85044010~~				
Rupees :			Amount	8770	00

SUMMIT SALES LLP R.R. DIST. INWARD No: 94551 Date: 19/5 Sign:

INWARD
Inward No: 131 Dt: 17/5/22
MRN No: 107387 Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

S.K. ENTERPRISES : Union Bank of India , Rajbhavan Road Branch
A/c No : 049013046000382, IFSC Code : UBIN0804908
E-mail : skenterprises_secbad@yahoo.co.in

GSTIN : 36AANFS7053A1Z7
TIN No. : 36320256393

Customer Signature

For **S.K. ENTERPRISES**
S. Nandu.

G.S.T. INVOICE

S.K. ENTERPRISES

Authorised Sales & Service Dealer for EXIDE BATTERIES

Name: MCDE PROPERTIES (PVT)

Address: M.G. Rd

G.S.TIN No.:

CASH / CREDIT INVOICE No. Date

Vehicle No. Bty. Serial No.

Sl.No.	PARTICULARS	Quantity	Rate Per Unit	AMOUNT Rs.
	Exide Battery			
	IB1000 (12V)			6852.00
	H.S.N. Code		TOTAL	6852.00
			SGST 9%	617.00
			CGST 9%	617.00
			TOTAL	8086.00
Rupees			Amount	8086.00

S.K. ENTERPRISES

E-mail:

GSTIN : 36A

TIN No.: 3632

For S.K. ENTERPRISES

Customer Signature

INWARD

Inward No:

Received by

Purchase Order

 16-05-2022 14:41:52

Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

88229
27.04.22 12:24:13

Supplier Details		
S.K. Enterprises	**Doc No**	88229 198009
5-4-187/5, Karbala Maidan, M.G. Road, Secunderabad -3	**Doc Date**	13-05-2022
	Quote No	Nil
GSTIN 36AANFS7053A1Z7 2754-3100	**Quote Date**	13-05-2022
2754-2144 9848996676	**SupplyType**	Supply

Kind Attn : Mr. Narsimha / Ugender

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4070 - Consumables - Batteries - other - nos *1B 1000 for generotor purpose*	1.00	8,771.00	0.00	0.00	8,771.00
					Total Order Value . . .	**8,771.00**

Rupees : Eight Thousand Seven Hundred Seventy One Only.

Terms and Conditions :-

Specification /	All items shall be of _Exide__ brand/company
Payment Terms	100% Advance paid
Tax	All taxes included in above price at current rates, subject to change
Delivery Date	All materials must be delivered within ___ days.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	RS:8771/ BY check
Other Terms	We reserve the right to reject items not conforming to quality and specifications.for Battery replacement for HO purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice +Copy proof of delivery is required to process invoice for payment. DO NOT send oroginal invoice to site. Original invoice must be sent to HO office . proof of delivery /DC can be sent by email

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***S.K. Enterprises***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	12-05-2022
Site & Phase :	HEAD OFFICE	Time:	10:30 AM
Supplier		Req. No.	198009
Material required before date:	Urgent	ID No.	76370

No	Description	Size	Quantity	Units	Inward No	Date
1	GENERETOR BATTERY	62.5 KVA	01	NOS		
	88229					

Remarks : battery replacement for HO purpose.			
Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	12- 05-2022	Sign. & Date	

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

APPROVED
13 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE