

PURCHASE DIVISION
Advice for approval for credit to supplier

②

4502

Date: 07/6/22		Prepared by: kavitha		Serial no. 4502	
Supplier name: veerabhadra Enterprises		Project: 444		HO inward no.	
Firm/Company: MMRKIIP		PO/WO No. 88265		HO received date	
PO/WO date: 14/5/22				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	125	18/5/22	472/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 472/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.: 107847	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges —

Amount C – Other Debits : —

Amount D (D=A+B-C) – Amount to be credited to the supplier: 472/-

Amount E – PO / WO value: 472/-

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: 13/6/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	kavitha				
Sign:	07/6/22				
Date					
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.

Ph : 27810914
Cell : 7989596166

D. No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | Email : veerabhadra1930@gmail.com

State Code : 36

Date of Supply :

[illegible]

472.00

Authorized Signatory

Purchase Order

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14-05-2022 13:35:24



88265

27.04.22 12:24:13

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

Supplier Details

Veerabhadra Enterprises
D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003.

GSTIN 36AEMPG9276J1ZV

040 - 66338850

9246269111

Doc No	88265	141463
Doc Date	14-05-2022	
Quote No	Nil	
Quote Date	19-01-2022	
SupplyType	Supply	

Kind Attn : Mr. Venkatesh.

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4051 - Consumables - Polythene Covers - other - pkts Dust Bin Covers	4.00	100.00	0.00	18.00	472.00
Total Order Value . . .					472.00

Rupees : Four Hundred Seventy Two 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
Penalty 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 Garbage cleaning 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 invoices 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

Accepted the above Terms And Conditions

For **Veerabhadra Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		MMR Kowkur llp		Date:		13-05-2022	
Site & Phase :		GHT		Time:		12:20	
Supplier				Req. No.		141463	
Material required before date:		12-01-2022		ID No.		76418	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Mopping sticks		5	nos			
2	Dust bin covers[black]	Small	04	packets			
3	Dust bin covers[black]	Big	01	packet			
4							
5							
6							
7							
8							
9							
10							
11							
Remarks: - For Site&office purpose							
Prepared By		K.Sneha		Approved by		A Suresh	
Sign.& Date		13-05-2022		Sign. & Date		13-05-2022	

APPROVED
17 MAY 2022
MINISH PABITH
MANAGER PRODU

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