PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	18/06/22	Prepared by	Prabhakar	Serial no.	5284
Supplier name	Rita Seeds Stores			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	1/6/22	PO/WO No.	88822	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	859	10-6-22	2200-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2200-00.
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 108525	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:	2200-00
Amount E – PO / WO value:	2200-00
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	27/06/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		18 JUN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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.

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. 859 Date 10.6.022

M/s Modi properties pvt ltd
Secunderabad p.o. 88822

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	plant Cutter	1No	600/-	600	00
2	Hedge Cutter	2Nos	800/-	1600	00
			TOTAL	2,200	00

SUMMIT SALES LLP R.R. DIST. IN WARD No: 95588 Date: 16/6/22 Sign:

M. Shekar
9000978917
10/6/22

INWARD
Inward No: 1931/9 Dt: 13/6/22
MRN No: 108525 Dt: 15/06/2022
Received By: Sign:
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

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

For **RITA SEEDS STORE**

Signature

Modi properties pvt ltd
Secunderabad

plant Cutter Machine

Hedge Cutter machine

Purchase Order

 01-06-2022 15:03:18 Orig

88822
20.05.22 3:37:23

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

Supplier Details			
Rita Seeds Basheerbagh, Secunderabad.	**Doc No**	88822	178577
	Doc Date	01-06-2022	
GSTIN 36AKAPK8182D1Z8	**Quote No**	Nil	
23222835,65168470 9949015953	**Quote Date**	08-04-2021	
	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 *Prunning Cutter*	1.00	600.00	0.00	0.00	600.00
2	9552 - Tools - Plant cutter - NA - nos *edge cutter*	2.00	800.00	0.00	0.00	1,600.00
					Total Order Value . . .	**2,200.00**

Rupees : Two 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 Garden maintanance 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 Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	31.05.2022
Site & Phase :	May Flower Platinum	Time:	16:10
Supplier		Req.No.	178577
Material required before date: 03.06.2022		ID No.	76919

No	Description	Size	Quantity	Units	Inward No	Date
1	Hedge Cutter		02	No's		
2	Pruning Cutter		01	No's		
3						
4						
5						
6	88822					
7						
8						
9						
10						

Remarks: Towards Garden maintenance use purpose.

Prepared By	R.Ashok	Approved by	K.Narender Reddy
Sign.& Date	31.05.2022	Sign. & Date	

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

APPROVED
07 JUN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE