

PURCHASE DIVISION
Advice for approval for credit to supplier

(Signature)

Date: 22/6/22		Prepared by: Manu		Serial no. 5432	
Supplier name: Siddarth Enterprises				HO inward no.	
Firm/Company: MRPL		Project: N6H		HO received date	
PO/WO date: 5/5/22		PO/WO No. 88003		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1294	16/6/22	12,860/-	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 12,860/-

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

MRN nos.: 108571	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: 12,860/-

Amount E – PO / WO value: 12,860/-

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: 27/6/22

Remarks:

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date:	23/6/22				
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.

0000

Purchase Order

Page(s) 1 Of 1

05-05-2022 18:07:01

From Company : **Modi Realty Pocharam LLP**

5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderaba

G S T No. : 36ABIFM1836H1Z7

27.04.22 12:24:11

Supplier Details

Siddarth Enterprises

1-35-513, Groung floor&First floor, Rasoolpura, Begumpet,
Secunderbad-500003**GSTIN** 36ABFFS3664J1ZT

040-27906453

9949966500

Doc No	88003	181937
Doc Date	05-05-2022	
Quote No	Nil	
Quote Date	05-05-2022	
SupplyType	Supply	

Kind Attn : Mr.P.Rammohan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5502 - Furniture - Chairs - NA - nos 2 seater crome	2.00	5,449.00	0.00	18.00	12,859.64
Total Order Value . . .					12,859.64

Rupees : Twelve Thousand Eight Hundred Fifty Nine and Paise Sixty Four Only.

Terms and Conditions :-**Specification / Brand** Nilkamal brand 2 seater with crome plated SS**Payment Terms** 100% Advance payment**Tax** GST included in above price.**Delivery Date** With in a week**Delivery Location** Nilgiri Heights

pocharam

Phone. .9849497484

Penalty For Delay Nil**Transportation Cost** Extra as per actuals**Warranty** Nil**Advance Paid** Rs. 12,859-00 by cheque**Other Terms** We reserve the right to reject items not conforming to quality and specifications. damage is in suppliers account, Above order for cafeteria clubhouse 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 **Modi Realty Pocharam LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Siddarth Enterprises**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Modi Realty Pocharam LLP		Date:		04-05-2022	
Site & Phase :		Niligiri Heights		Time:		15:10	
Supplier:				Req. No.		181237	
Material required before date:		10.05.2022		ID No.		76139	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Low Storage Units	4' x 2'	05	No's			
2	Standard Desk with One Drawer and One Storage Cabinet	4' x 2'	14	No's			
3	Milkmaid Benches with Chrome	2 Scatter	02	No's			
4	Chairs with Casters		14	No's			
5	Chairs without Casters		16	No's			
6							
7							
8							
9							
10							
Remarks: For Site office Purpose							
Prepared By		Vijay Raj		Approved by			
Sign. & Date		04.05.2022		Sign. & Date			

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

