PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	14/7/22	Prepared by	Manu	Serial no.	
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	MRPLLP	Project	NGH	HO received date	
PO/WO date	22/4/22	PO/WO No.	87667	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	11	18/5/22	1,534/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,534/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	109499	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:	1,534/-
Amount E – PO / WO value:	1,534/-
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	18/7/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	14/7/22				
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.

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. **11**	Date **18-05-2022**
	Place of Supply **36-Telangana**	PO date **22-04-2022**
	PO number **87667**	Vehicle Number **TS11EK-0933**
Bill To **MODI REALTY POCHARAM LLP** SOHAM MANSION M G ROAD 5-4-187/3 AND 4 M G ROAD SECUNDERABAD-50003 Contact No.: 9502277299 GSTIN Number: 36ABIFM1836H1Z7 State: 36-Telangana	Ship To NILGIRI HEIGHTS POCHARAM	

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	PAD LOCK 6L (2K) 50MM	8301	10	NOS	₹ 130.00	₹ 234.00 (18.0%)	₹ 1,534.00
	Total		**10**			**₹ 234.00**	**₹ 1,534.00**

Invoice Amount In Words	**Amounts:**	
One Thousand Five Hundred and Thirty Four Rupees only	Sub Total	₹ 1,534.00
Description	**Total**	**₹ 1,534.00**
RAGHU	Received	₹ 0.00
	Balance	₹ 1,534.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 1,300.00	9.0%	₹ 117.00	9.0%	₹ 117.00	₹ 234.00
Total	**₹ 1,300.00**		**₹ 117.00**		**₹ 117.00**	**₹ 234.00**

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

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder's Name: KIRAN DEVI JOSHI

For, SRI BALAJI ENTERPRISES

Authorized Signatory

INWARD	
Inward No: 11278	Dt: 19/05/2
MRN No: 109499	Dt: 12/7/22
Received By:	Sign:

NILGIRI HEIGHTS

Purchase Order

Page(s) 1 Of 1   23-04-2022 11:06:48

87667
20.04.22 3:07:37

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc No**	87667	181934
	Doc Date	22-04-2022	
	Quote No	nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	22-04-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2147 - Carpentry - hardware - Pad Lock - NA - nos *50mm*	10.00	130.00	0.00	18.00	1,534.00
					Total Order Value . . .	**1,534.00**

Rupees : One Thousand Five Hundred Thirty Four Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 7 days.
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
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 store rooms in lower basement and gates locking purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Realty Pocharam LLP*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Date : __/__/____

Requisition Form

Company Name:	Modi Realty Pocharam LLP	Date:	22-04-2022
Site & Phase :	Niligiri Heights	Time:	14:30
Supplier:	SSLLP	Req. No.	181934
Material required before date: 23.04.22		ID No.	75825

No	Description	Size	Quantity	Units	Inward No	Date
1	Pad Locks 87667	STD	10	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:For Store rooms in Lower Basement and Gates Locking Purpose

Prepared By	Vijay Raj	Approved by	
Sign.& Date	22.04.2022	Sign. & Date	

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

Seethalam joshi@yahoo.com

APPROVED
23 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE