PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	5/9/22	Prepared by	Mani	Serial no.	7896
Supplier name	Rita Seeds			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	6/8/22	PO/WO No.	90760	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	210	30/8/22	5000/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
5.				

Amount A – Bills total (Excluding Transport & Hamali Charges):			5000/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	111236	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:			5000/-
Amount E – PO / WO value:			5000/-
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	12/9/22		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Mani				
Sign:	Mani				
Date	5/9/22				
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.

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. 210 Date 30/8/2022

M/s Modi properties pvt Ltd. Sec-bad - Docm. 90760/178694

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Vermi Compost	20 bags	200/-	4000	00
2.	Garden Rake	2 no	500/-	1000	00
	M. Shekar 9000978918 30/8/22				
	SUMMIT SALES LLP R.R. DIST. IN WARD No: 98527 Date: 2/9/22 Sign:				
	Inward No: 20166 Dt: 30/8/22 MRN No: 111236 Dt: 1/9/22 Received By: Sign: MODI PROPERTIES PVT. LTD. Sy.No. 82/1.				
			TOTAL	5000	00

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

For **RITA SEEDS STORE**

Signature

Purchase Order

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90760
29.07.22 12:09:35

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.

GSTIN 36AKAPK8182D1Z8
23222835,65168470   9949015953

Doc No	90760	178694
Doc Date	06-08-2022	
Quote No	Nil	
Quote Date	06-08-2022	
SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	981500 - CHEM-Chemical - Vermicompost-- - 20Kg - Bag	20.00	200.00	0.00	0.00	4,000.00
2	101300 - TOOL-Tools - Garden Rake--Falcon-FRWH-16 - Big - Nos	2.00	500.00	0.00	0.00	1,000.00
	Total Order Value . . .					**5,000.00**

Rupees : Five Thousand 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 use 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 Properties Pvt.Ltd.*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ______________   Date : __/__/____

Requisition Form

Company Name:	Modiproperties Pvt Lts	Date:	02.08.2022				
Site & Phase :	Mayflower Platinum	Time:					
Flat/Block no.							
Supplier:		Req. No.	178694				
Material required before date:	06.08.2022	ID No.	78585				
S No	Item		Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	CHEM9815-Chemicals-Vermicompost---20Kg-Bag	90760	20		20		
2	TOOL1013-Tools-Garden Rake--Falcon-FRWH-16-Big-Nos		2		2		
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:	Towards Gardening use purpose.						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	R.Ashok						
Approved By:	K.Narender Reddy						
Sign & Date:							

APPROVED
0 4 AUG 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE