PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	8/11/22	Prepared by	Deepa	Serial no.	10206
Supplier name	S.R. Lights			HO inward no.	
Firm/Company	MPPJ	Project	plot no 280	HO received date	
PO/WO date	1/11/22	PO/WO No.	93508	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3957	2/11/22	18,998/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	18,998/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:		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:	18,998/-
Amount E – PO / WO value:	18998/-
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	14/11/22
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	8/11/22				
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.

Retail INVOICE / CASH MEMO / BILL

GST : 36AHMPR9714P1ZB

ORIGINAL

S.R. LIGHTS

846/4-3-2, R.P. ROAD, SECUNDERABAD - 3.
Ph : 040-8886663135, e-mail : srlights@gmail.com

S. No. 3957

Date : 02 11 2022

Purchaser R.C. No. / GST No. 36AABCM4761E1ZM

M.S. MODI PROPERTIES PVT LTD

RR/GR No.................Date.................Goods through............Freight............Weight................

S. No.	PARTICULARS	HSN Code	QTY.	RATE	AMOUNT Rs.	Ps.
1.	Wall light	9405	2	1300	2600	
2.	Wall light	9405	18	750	13500	

Material Received

SUMANT SALES LLP
IN WARD
No: 10099
Date: 7/11/22
Sign:
R.R. DIST.

Rupees in words : Eigteen thousand Nine Hundred Ninety Eight

Total	16,100—00
CGST 9 %	1449—00
SGST 9 %	1449—00
IGST %	
Grand Total	18,998/-

Bank Details
YES BANK
A/c No. 041361900000335
IFS Code : YESB0000413 - Secunderabad Branch

Sale Against Central From C / D / H / F

1. Goods once sold will not be taken back.
2. After despatch we are not responsible goods
3. Subject to T.S. Jurisdiction only.
4. Interest will be charged 24% if the payment will not made within 30 days

For S.R. Lights

Purchase Order

 02-11-2022 11:05:21

93508
01.11.22 2:46:14

Div.Copy

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				
S.R.Lights		**Doc No**	93508	170352
846/4-3-2, RP Road, Secunderbad-3		**Doc Date**	01-11-2022	
		Quote No	Nil	
GSTIN 36AHMPR9714P1ZB		**Quote Date**	02-11-2022	
64594769	900008544/9246370769	**SupplyType**	Supply	

Kind Attn : Mr.Seva Ram

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4745 - Electrical - other - Wall Hanging Light - NA - nos *Double wall hanging*	2.00	1,300.00	0.00	18.00	3,068.00
2	4745 - Electrical - other - Wall Hanging Light - NA - nos *Single wall hanging*	18.00	750.00	0.00	18.00	15,930.00
				Total Order Value . . .		**18,998.00**

Rupees : Eighteen Thousand Nine Hundred Ninty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 1 day
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation Cost	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 Stock 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 ***S.R.Lights***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name	Modi Properties Pvt Ltd	Date:	31-10-22
Site & Phase	Plot no 280	Time:	17:34 pm
Supplier		Req. No.	170352
Material required before date:		ID No.	81125

No	Description	Size	Quantity	Units	Inward No	Date
1	ELEC- Wall Hanging light double	NA	2	Nos		
2	ELEC-Wall Hanging light single	NA	18	Nos		

Remarks: - For Stock replainsh, purpose

Prepared By	Prabhakar	Approved by	
Sign. & Date	31-10-2022	Sign. & Date	

APPROVED
01 NOV 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

93508