PURCHASE DIVISION
Advice for approval for credit to supplier

E

| | | | | | |
|---|---|---|---|---|---|
| Date: | 7/12/22 | Prepared by | Deepa | Serial no. | 11375 |
| Supplier name | Santhosh Tarpaulin | | | HO inward no. | |
| Firm/Company | MMRK HLP | Project | GHT | HO received date | |
| PO/WO date | 2/12/22 | PO/WO No. | 94606 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 275 | 3/12/22 | 9,428/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 9,428/- |
| Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | |
| MRN nos.: 114639 — 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: | 9,428/- |
| Amount E – PO / WO value: | 9,428/- |
| 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 | 12/12/22 |
| Remarks: | |
| | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Deepa | | | | |
| Sign: | (signature) | | | | |
| Date | 7/12/22 | | | | |
| 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

| | |
|---|---|
| **SANTHOSH TARPAULIN**<br># 2-9-39/7/3, Forzenguda,<br>Suryanagar, Old Alwal,<br>Medchal, Malkajgiri District – 500 010.<br>Telangana State | **GSTIN :36ATWPA1307P1ZC**<br>Email id: santhoshtarp@gmail.com<br>Cell: 9642662732<br>Bank Account : AXIS BANK<br>Acc.No.919020039284737<br>IFSC CODE :UTIB0001378 |
| To MEHTA& MODI REALTY KOWKUR LLP<br>5-4-187/3&4 IInd floor MG ROAD<br>SECUNDERABAD 500003<br>**GSTIN No. 36ABLFM7631F1Z3** | Invoice No: **275**<br>Invoice Date: 03/12/2022<br>P.O.No.94606/1142413<br>P.O.Date: 02.12.2022 |

| Sl. No. | Descriptions | Code SAC HSN | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | LDPE BLACK POLITHIN SHEET CC ROAD COVER | 3920 | 85 KGS | @ 94/- | **7,990.00** |

| | | |
|---|---|---|
| **Rupees in words**<br>**NINE THOUSAND FOUR HUNDERED TWENTY EIGHT AND TWENTY PAISE ONLY** | **Total ::** | **7,990.00** |
| | **CGST @ 9 %** | **719.10** |
| | **SGST @ 9 %** | **719.10** |
| | **IGST 18% ::** | |
| | | |
| | **Grand Total ::** | **9,428.20** |

Receiver Signature & Seal

INWARD
Inward No: 13438 Dt: 01/12/22
MRN No: 114639 Dt: 05/12/22
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
16:46

SUMMIT SALES LLP * R.R. DIST. *
IN WARD
No: 10275
Date: 6/12/22
Sign:

**For SANTHOSH TARPAULIN**

SANTHOSH TARPAULIN ALWAL

**Authorized Signatory**

# Purchase Order

 02-12-2022 2:33:51 PM

94606
29.11.22 5:43:08

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-.
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Santosh Tarpaulin | **Doc No** | 94606 | 142413 |
| 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 | **Doc Date** | 02-12-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ATWPA1307P1ZC | **Quote Date** | 01-12-2022 | |
| 9642662732 | **SupplyType** | Supply | |

**Kind Attn : Santosh Kumar**

Purchase Order for the Supply of following Items.

| | **Item Name** | **Qty** | **Rate** | **Dis%** | **GST** | **Amount** |
|---|---|---|---|---|---|---|
| 1 | 969200 - CONS-Consumables - Plastic Covers-- - - - Nos<br>*CC road black pal thin cover* | 85.00 | 94.00 | 0.00 | 18.00 | 9,428.20 |
| | | | | | **Total Order Value . . .** | **9,428.20** |

Rupees : Nine Thousand Four Hundred Twenty Eight and Paise Twenty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **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 south side cc road casting work 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 e sent to HO office or purchase site office . Proof of delivery /Dc can e sent by email. |

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Vam... 02/12/22

Name : ____________________

Accepted the above Terms And Conditions

For ***Santosh Tarpaulin***

Name : ____________________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Mehta & Modi Realty Kowkur LLP | Date: | 01-12-2022 |
| Site & Phase : | GHT | Time: | 15-54 |
| Supplier | SSLLP | Req. No. | 142413 |
| Material required before date: | 06-04-2022 | ID No. | 82055 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | CC Road Black Pal thin cover | Kgs | 85 | Kgs | | |
| 2 | | | | | | |
| 3 | | | 94606. | | | |
| 4 | 90073 94+18·/. | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: - For GHT Site South side CC Road casting work purpose

| | | | |
|---|---|---|---|
| Prepared By | A Suresh | Approved by | |
| Sign.& Date | 01-12-2022 | Sign. & Date | APPROVED 02 DEC 2022 P. VENKATESHWARLU MANAGER PURCHASE |

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

9692 -> con- column