PURCHASE DIVISION
Advice for approval for credit to supplier

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Date:	23/12/22	Prepared by	Deepa	Serial no.	12019
Supplier name	venkataramana stationery + binding works			HO inward no.	
Firm/Company	MRPHP	Project	NGH	HO received date	
PO/WO date	30/11/22	PO/WO No.	94521	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1100	8/12/22	2,832/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,832/-
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 114872	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:	2,832/-
Amount E – PO / WO value:	2,832/-
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	02/01/23
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Deepa				
Sign:	[signature]				
Date	23/12/22				
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

Ph: 040 - 27842572
Cell: 9849360076 / 99665 18678

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Modi Realty Pocharam LLP

GSTIN 36ABIFM1836H1Z7

Order No 94521/182333 Date 30/11/22
Delivery Challan No Date
Bill No. 2022-23 [redacted] 1100 Date 8/12/22

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Concrete Tape 75mm x 85mm		30	80		2400			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No: 12200 Dt: 9/12/22
MRR No: 114872 Dt:
Received By: Bishnu Sign:
NILGIRI HEIGHTS

SUMMIT SALES LLP
IN WARD
No:
Date:
Sign:
R.R. DIST.

Total				
SUB Total		2400		
CGST		216		
SGST		216		
Grand Total		2832		2832.00

Rupees...

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

 30-11-2022 4:42:19 PM

94521
29.11.22 5:41:42

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50C
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	94521	182333
	Doc Date	30-11-2022	
	Quote No	nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	29-11-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	388200 - HARD-Hardware - Concrete Tape-- - 75mmX85mtrs - Nos	30.00	80.00	0.00	18.00	2,832.00
					Total Order Value . . .	**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two 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 Working Day.
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 site works purpose.
Completion Date	NA
Measurment	NA
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 e sent to Ho office or purchase site office .Proof of delivery /Dc can be sent by email.

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Venu 30/11/22

Name : ____________

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	Modi Reality Pocharam LLP	Date:	29-11-2022			
Site & Phase :	NGH	Time:	15.05			
Unit No./Block No.						
Supplier:		Req. No.	182333			
Material required before date:	30.11.22	ID No.	82000			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	HARD3882-Hardware-Concrete Tape---75MMX85mtrs-Nos 94521	10	0	10		
2			0	0		
3			0	0		
4			0	0		
5			0	0		
6			0	0		
7			0	0		
8			0	0		
9			0	0		
Remarks:	for site works purpose .					
	Engineer	Project Manager		Purchase		MD
Prepared By:	A Sravani					
Approved By:	Vijay raj					
Sign & Date:						

APPROVED
30 NOV 2022
P. VENKATESHWARLU
MANAGER PURCHASE