PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/02/23	Prepared by	Kalpana	Serial no.	**15165**
Supplier name	Maa Sai Seatings			HO inward no.	
Firm/Company	MPPC	Project	HO	HO received date	
PO/WO date	28/01/23	PO/WO No.	96537	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	251	11/02/23	8,850/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,670/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 117848	Proof of delivery matches MRN ☑ Yes □ No
Amount B –Other Credits : Transportation charges (1000 + 18%)	1,180/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	8,850/-
Amount E – PO / WO value:	7,670/-
Amount F – Difference (A – E):	1,180/-
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	06/03/23
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Kalpana				
Sign:	[signature]				
Date	27/02/23				
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 (ORIGINAL FOR RECIPIENT)

MAA SAI SEATINGS 5th FLOOR,5-5-33,PLOT NO.105 TO 113/1 RK'S ELITE,MYTHRINAGAR ALLWYN COLONY KUKATPALLY,HYDERABAD GSTIN/UIN: 36AJZPK4074G1ZO State Name : Telangana, Code : 36 E-Mail : maasaiseatings@gmail.com	Invoice No. **251**	Dated **11-Feb-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References **K.V.CHANDRASEKHAR**
Buyer (Bill to) **MODI PROPERTIES PVT LTD** 5-4-187/3&4,II ND FLOOR, M.G.ROAD,SECUNDERABAD. GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. **96537/198142**	Dated **28-Jan-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**STORAGE UNITS** *SIZE : 600X600X750*	9403	**1 nos**	6,500.00	nos	**6,500.00**
	TRANSPORTATION CHARGES					**1,000.00**
	CGST 9%					**675.00**
	SGST 9%					**675.00**
	Total		**1 nos**			**₹ 8,850.00**

Material Received

INWARD
Inward No: 903 Dt: 11/2/23
MRN No: 17848 Dt:
Received By: Samarsith Sign:
MODI PROPERTIES

E. & O.E

Amount Chargeable (in words)

INR Eight Thousand Eight Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9403	7,500.00	9%	675.00	9%	675.00	1,350.00
Total	**7,500.00**		**675.00**		**675.00**	**1,350.00**

Tax Amount (in words) : **INR One Thousand Three Hundred Fifty Only**

Company's Bank Details
Bank Name : **ICICI BANK**
A/c No. : **631205501075**
Branch & IFS Code: **KUKATPALLY & ICIC0006312**

Company's PAN : **AJZPK4074G**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for MAA SAI SEATINGS

MAA SAI SEATINGS HYDERABAD

Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 10954
Date: 17/2
Sign:

This is a Computer Generated Invoice

Purchase Order

 28-01-2023 10:48:33

96537
28.01.23 12:54:51

opy

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			
Maa Sai Seatings 5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72. **GSTIN** 36AJZPK4074G1ZO 9246243243	**Doc No**	96537	198142
	Doc Date	28-01-2023	
	Quote No	nil	
	Quote Date	24-01-2023	
	SupplyType	Supply	

Kind Attn : K.V. Chandra Sekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	948100 - FUNF-Furniture & fixtures - Standard desk -Plain Grey colour-Maa Sai Se - 1200X600mm - Nos *2'X2'x2'6" with partition -grey colour*	1.00	6,500.00	0.00	18.00	7,670.00
					Total Order Value . . .	**7,670.00**

Rupees : Seven Thousand Six Hundred Seventy Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% Advance along with purchase order
Tax	GST included in the above prices
Delivery Date	With in 3 -4 days
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	NIL
Advance Paid	Rs.7,670/- by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for site PC 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 : 30/01/2023

Accepted the above Terms And Conditions

For ***Maa Sai Seatings***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name	MPPI	Date	24-01-2023				
Site & Phase	MPI HO	Time	4:00 PM				
Unit No/Block No							
Supplier	ma sai seatings	Req No	198142				
Material required before date		ID No	83167				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	FUNF7444-Furniture & fixtures-Desk—~~1200x600x750Hmm~~Nos	1		1			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks	Above order for server purpose at accouts div (size-2'x2'x2'd') with partition we require grey colour						
	Engineer	Project Manager		Purchase	MD		
Prepared By:	meenakskhi. N						
Approved By:							
Sign & Date:	24/01/23.						

PO 8-91653 7.

for which location!

APPROVED BY
25 JAN 2023
SOHAM MODI
MANAGING DIRECTOR

Note : photo enclosed!