PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 3/5/23 | Prepared by | Salman | Serial no. | |
| Supplier name | Talk of the town | | | HO inward no. | |
| Firm/Company | melta & modi Kowkur | Project | GHT | HO received date | |
| PO/WO date | 29/4/23 | PO/WO No. | 26067 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 007 | 17/4/23 | 7,670/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | |

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 2023429041 | 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: | 7,670/- |
| Amount E – PO / WO value: | 7,670/- |
| 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 | 8/5/23 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Salman | APPROVED BY 03 MAY 2023 E. PRASAD MANAGER-PROMOTIONS | | | |
| Sign: | 3/5/23 | | | | |
| Date | | | | | |
| 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.

TRN:-20230429041

# Purchase Order

Original

| From Company: | Mehta & Modi Realty Kowkur LLP<br>5-4-187/3&4, IInd FloorSoham MansionM.G.Road<br>Secunderabad,TELANGANA,500003<br>GSTNO:36ABLFM7631F1Z3 | Delivery Location: | Greenwood Heights<br>Sy.No. 196, Kowkur, Bollarum<br>Hyderabad,Telangana,500010<br>A.Suresh,9502232100 |
|---|---|---|---|

| Supplier Details | | | | |
|---|---|---|---|---|
| Talk of the Town Advertising<br>7-84/147MARUTHI NAGARDAMMAIGUDA, Medchal - Malkajgiri<br>Secunderabad,TG,500083<br>GSTIN:36AEGPN0131B1Z7<br>VINOD KUMAR NAGALLA,70137 65067<br>nagallavinodkumar6@gmail.com | PO No | 20230426067 | Quote No | |
| | PO Date | 26 Apr 2023 | Quote Date | 29 Apr 2023 |
| | Supply Type | | Requisition Num | 20230426062 |

| SNo. | Item Name | Addl Spec | Qty | Rate | Dis% | Taxable Amount | GST% | | | | | | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | IGST% | CGST% | SGST% | IGST AMT | CGST AMT | SGST AMT | |
| 1 | PROM9524-Promotions-Kiosk with Printing---1800x1800mm-Nos | GHT Kiosk umbrella 4x4x7 printing | 1.00 | 6,500.00 | 0% | 6,500 | 0% | 9% | 9% | 0 | 585 | 585 | 7,670 |
| | | | | | | | | | Total Amount ... | 0 | 585 | 585 | 7,670 |

Rupees in words : Seven Thousand Six Hundred And Seventy Only.

Terms and Conditions:-

| | |
|---|---|
| Additional Specifications | GHT Kiosk umbrella 4x4x7 printing |
| Tax : | Inclusive of GST and other taxes. |
| Delivery Date : | 17-04-2023 |
| Delivery Location : | As given above. |
| Transport: | By Vendor or Purchaser |
| Advance Paid : | Nil. / ____ % of PO value. |

# Talk Of The Town Advertising

It's all about your brand visibility!

7-84/147 , MARUTHI NAGAR,
1, DAMMAIGUDA
Hyderabad Telangana 500083
India
GSTIN 36AEGPN0131B1Z7

ORIGINAL

## TAX INVOICE

| | | | |
|---|---|---|---|
| Invoice# | : INV-007 | Place Of Supply | : Telangana (36) |
| Invoice Date | : 17.04.2023 | PLACE | : DEMO TENT |
| Terms | : Due on Receipt | | |
| Due Date | : 17.04.2023 | | |

**Bill To**

**MEHTA & MODI REALTY KOWKUR LLP**
5-4/187/3&4, 2nd floor MG ROAD, Soham Mansion
Secunderabad
Hyderabad
500003 Telangana
India
GSTIN 36ABLFM7631F1Z3

**Ship To**

MEHTA & MODI REALTY KOWKUR LLP
5-4/187/3&4, 2nd floor MG ROAD, Soham Mansion
Secunderabad
Hyderabad
500003 Telangana
India

| S.No | Item & Description | HSN /SAC | Qty | Rate | Taxable Amount | CGST | | SGST | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | % | Amt | % | Amt | |
| 1 | DEMO TENT 4 X 4 X 7 | 63061100 | 1.00 | 6,500.00 | 6,500.00 | 9% | 585.00 | 9% | 585.00 | 7,670.00 |
| | | | | Sub Total | ₹6,500.00 | | 585.00 | | 585.00 | ₹7,670.00 |

Total In Words
***Indian Rupee Seven Thousand Six Hundred Seventy Only***

1. Goods once sold cannot be taken back or exchanged.
2. Our Responsibility ceases once the goods delivered at carrier
3. Interest will be charged at 24% P.A if not paid with in due date
4. Payment must be paid by A/C payee / NEFT / RTGS

TALK OF THE TOWN ADVERTISING Hyderabad

Authorized Signature

BANK : BANK OF BARODA

A/C NO : 80960200000141

IFSC : BARB0VJDAMM

BRANCH : DAMMAIGUDA

SYSTEM GENERATED INVOICE STAMP SIGNATURE DOES NOT REQUIRED

# 147, Rd No. 4, Maruthi Nagar, Dammaiguda, Hyderabad - 83.