PURCHASE DIVISION
Advice for approval for credit to supplier

18649

Date:	28/06/23	Prepared by	V. RAVI	Serial no.	
Supplier name	Varna media.			HO inward no.	
Firm/Company	MRGV	Project	BRGV.	HO received date	
PO/WO date		PO/WO No.	97410.	Scan ID.	

Si no.	Bill no.	Bill date	Bill amount	Original attached
1.	2522	25/02/23	10,206-00	✓□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,206-00

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

MRN nos.:	118438	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:	10,206-00
Amount E – PO / WO value:	10,206-00
Amount F – Difference (A – E):	Nil
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	30/06/23.
Remarks:	final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		28/06/23			
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 9014
Date 28/6/23
Sign

Form for closure of purchase order

PO no.:	97410	PO date:	22/02/23	Req. no.:	167505	Advice Scan ID	
Barcoded PO available	□ Y/N	Invoice original available	□Y/□N /□Copy available			POD available	□Y/□ N

Data required from site/engineers: 118438

MRN nos. related to PO		□ Material not received.
□ Part material received.	□ Full material received.	
□ Close PO – Balance material will be re-ordered by new requisition.		
□ Cancel PO. Material not required.	□ Cancel PO. Material will be re-ordered by new requisition	
□ Keep PO open. Material required.	□ Keep PO open. Work under progress.	

Remarks by engineer: TOI Add on 25/02/23.

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: PRASAD. E	Sign:	Date: 26/06/2023

Data required from accounts:

□	Checked with E&D for receipt of bills.	
□ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bill not received

Prepared by: K. SRI HARI REDDY	Sign:	Date: 26-06-2023

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	2522	25/02/23	10,206.00	118438
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 26/06/23

Advice by MD - action to be taken.

□ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
□		□	Keep PO open. Material awaited
□	Close PO		
□	Accounts to be reconciled with supplier. Get supplier's ledger.		

Remarks:		Date:
Approved by: Soham	Sign:	

APPROVED BY
28 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Release Order

 26-06-2023 11:59:07 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details				
Varnamedia		**Doc No**	97410	167505
#7-1-644/2/1/F, F.No.101, Veera Palace, Sundar Nagar, Erragada, Hyderbad, Hyd-38.		**Doc Date**	22-02-2023	
		Quote No		
GSTIN -	6636-0280	**Quote Date**	22-02-2023	
6636-0280	98484-57424/9248075852	**SupplyType**	Supply	

Kind Attn : Mr. Balakrishna Reddy/ Mr Vinay

Release Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	866400 - PROM-Promotions - Design Charges -Classified Display ad-Single Colu - - - Nos *BRGV & GHT ad in TOI on 25-02-2023*	1.00	9,720.00	0.00	5.00	10,206.00
					Total Order Value . . .	**10,206.00**

Rupees : Ten Thousand Two Hundred Six Only.

Terms and Conditions :-

Specification /	BRGV & GHT ad in TOI on 25-02-2023
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	25-02-2023
Delivery Location	Bloomdale Residency at Genome Valley Murharipalli,servey no-31& 32 Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	25-02-2023
Measurment	NA
Security	.
Remarks	Nil

For ***Modi Realty Genome Valley LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Varnamedia***

Name : ____________________

Name : ____________________

Date : __/__/____

VARNAMEDIA

VARNA MEDIA
7-1-644/2/1/F, Flat No. 101,
Veera Palace, Sundar Nagar, ESI,
Hyd - 500 038,Tele : 040-3558 7688,
Email : info@varnamedia.com
GST: 36ALPPK8881P1ZW

To,
M/s. Modi Realty Genome Valley LLP,
Secunderabad, Telangana.
GSTIN : 36ABFFM3063P1ZU

Invoice No. **2522**
Date : 25.02.2023

INVOICE

S.No.	Particulars	Size			Rate	Amount (Rs.)
		W X	H	S.Cm		
	Being Charges for Advertisement Publication in					
1	Publication : **Times of India**	3	12	36	300.00	10800.00
	Edition : Hyderabad					
	Page : Times Property Page					
	NatureofAd : BRGV & GHT - Classified Display Ad					
	Hue : Colour					
	Scheme : 5+3 Scheme					
*	Pub Dt. 1 : **25.02.2023**					
	References **:**					
	SAC CODE : 9983	Total				10800.00
	PO. No. : 97410, 22.02.2023, 2nd Insertion	Discount 10%				1080.00
		After Discount				9720.00
		CGST 2.5%				243.00
Amount in Words :	Ten thousand two hundred and six only	SGST 2.5%				243.00
		NET PAYABLE AMOUNT				**10,206**

PAN No. : ALPPK8881P GST : 36ALPPK8881P1ZW

T&C Standard Any Discrepencies should be brought to notice within 6 working days, after which the complaint is not entertained.

Payment Payments should be made payable to "VARNA MEDIA"

A/c: 3337000600015701 IFSC: KARB0000333 Bank: Karnakata Bank, Umanagar Br.

Pymt. Delay Penal Interest @ 24% chargeable for payment delays

Subject to Hyderabad Jurisdiction

Thanking you,
for **VARNA MEDIA**

VARNA MEDIA HYDERABAD

Saritha

Authorized Signatory

"TRUE COPY"