

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		29/7/20		Prepared by:		T. Shank	
PO/WO no.		68950		PO / WO Date.		20/7/20	
Supplier Name		Anisha Arzoo		PO/WO amount		2508	
Firm/Company		M P D L		Project		H O	
Sl. No.	Bill No.	Bill Date	Bill amount				
1.	052	23/7/20	2508				
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):			2508				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :			7-10k		236		
Amount C –Other Debits :			-				
Amount D (D=A+B-C) – Amount to be credited to the supplier:			2743				
Amount E – PO / WO value:			2508				
Amount F – Difference (A – E):			1				
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. ___/- <input checked="" type="checkbox"/> No				
Payment – due date			1.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	29/7/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-



# TAX INVOICE

## ANISHA ASSOCIATES



Pidilite

**AUTHORISED DISTRIBUTORS :**  
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS

**Building Bonds**

No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,  
West Marredpally Main Road, Secunderabad - 500 026.

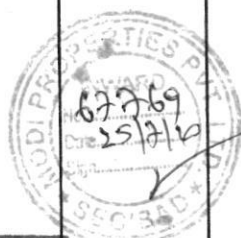
☎ : 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com

**GSTIN : 36ABTPV3594Q1Z8**

Buyer/ To <u>M/s Modi properties Pvt Ltd</u> <u>M.G. Rd Secbad.</u> <u>GST: 36AABEM 4761</u> <u>EIZM</u>	No. <u>052</u>	Date: <u>23/07/2020</u>
	Your order No. <u>68950</u>	Date <u>20/07/2020</u>
	Our D.C. No. _____	Date : _____
	Documents Sent through _____	

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT	
					Rs.	Ps.
1	Non-skid Tile adhesive	20kg	5	425.00	2125	00
	Transport				200	00
<b>Total Taxable</b>					2325	00
<b>CGST @ 9%</b>					209	25
<b>SGTS @ 9%</b>					209	25
<b>IGST @</b>						
<b>TOTAL</b>					2743	50

INWARD	
Inward No: <u>309</u>	Dt: <u>23/07/20</u>
MRN No: _____	Dr: _____
Received By: <u>Jaganm</u>	Signature: <u>[Signature]</u>
MODI PROPERTIES	



Rupees Two thousand seven hundred & forty three

Goods once sold will not be taken back or exchanged  
Subject to Hyderabad Jurisdiction.

[Signature]  
For Anisha Associates

# Purchase Order



68950

21.07.20 2:16:56

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20-07-2020 2:09:16 PM

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**

Anisha Associates  
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main  
Road, Secunderabad.

**GSTIN** 36ABTPV3594Q1Z8

NA

66209804

9246589804

<b>Doc No</b>	68950	16341
<b>Doc Date</b>	20-07-2020	
<b>Quote No</b>	Nil	
<b>Quote Date</b>	20-07-2020	
<b>SupplyType</b>	Supply	

**Kind Attn : Mr. Kishan Raj**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3132 - Chemicals - Tile Adhesive - NA - bags NSA	5.00	425.00	0.00	18.00	2,507.50
<b>Total Order Value . . .</b>					<b>2,507.50</b>

Rupees : Two Thousand Five Hundred Seven and Paise Fifty Only.

**Terms and Conditions :-****Specification / Brand** All items shall be of 'Roff' brand.**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** Head Office  
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003  
Phone. 040-66335551**Penalty For Delay** Nil**Transportation Cost** Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for E & D cabin floor tile fixing work purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Anisha Associates**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

## Requisition Form

Company Name:	MPPL	Date:	13-07-2020
Site & Phase :	HEAD OFFICE	Time:	09.21 AM
Supplier		Req. No.	163291
Material required before date:	Urgent	ID No.	58446

No	Description	Size	Quantity	Units	Inward No	Date
1	MYK LATICRATE	25KGS	05	BAGS		
2	68950					
3						
4						
5						
6						
7						
9						
10						

Remarks : FOR III FLOOR E & D CABIN FLOOR ING TILE FIXING OVER THE FLOOR TILE WORK PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	09-07-2020	Sign. & Date	

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

**APPROVED BY**

**13 JUL 2020**

**SOHAM MODI**  
MANAGING DIRECTOR