

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		5/8/20		Prepared by:		HEMENDRA	
PO/WO no.		68830		PO / WO Date.		13/7/20	
Supplier Name		Gauthi Entry.		PO/WO amount		4200	
Firm/Company		M R M LLP		Project		M R M	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	242	21/7/20		4200			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						4200	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			81626	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
4.				☐ Yes ☐ No			
Amount B –Other Credits :						-	
Amount C –Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						4700	
Amount E – PO / WO value:						4200	
Amount F – Difference (A – E):						-	
Quantity received as per PO /WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☒ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			14.8.2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	6/8/20						

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/-

Purchase Order

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13-07-2020 14:31:30

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68830

15.07.20 12:16:57

From Company : **Modi Reality Mallapur LLP**

5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.

G S T No. : 36AAEFM1459R1ZP

Supplier Details

Gautham Enterprises

Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

GSTIN 36ADIPA9683N12W

NA

2776-3763 / 6633-8763

9848035963

Doc No

68830

68348

Doc Date

13-07-2020

Quote No

Nil

Quote Date

13-07-2020

SupplyType

Supply

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	10.00	420.00	0.00	0.00	4,200.00
Total Order Value . . .					4,200.00

Rupees : Four Thousand Two Hundred Only.

Terms and Conditions :-**Specification /** All items shall be of 'Nestle' brand**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Day.**Delivery Location** Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _____, Admin 9502211011**Penalty 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 staff using purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Reality Mallapur LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Gautham Enterprises**

Name : _____

Name : _____

Date : ____/____/____

Contact : ____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	10.07.2020
Site & Phase :	GULMOHAR RESIDENCY	Time:	15:45
Supplier		Req. No.	68348
Material required before date:	13.07.20	ID No.	58426

No	Description	Size	Quantity	Units	Inward No	Date
1.	COFFEE POWDER	STD	10	PKT		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Remarks: FOR CUSTOMERS AND STAFF USING PURPOSE.

Prepared By	A.Sravani	Approved by	
Sign.& Date	10.07.2020	Sign. & Date	

Note: