PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/08/2020	Prepared by:	T.D. Murthy
PO/WO no.	69365	PO / WO Date.	03/08/2020
Supplier Name	Gautam Enterprises	PO/WO amount	Rs. 4,200/-
Firm/Company	Modi Realty Mallapur LLP	Project	Gulmohar Residency
Sl. No.	Bill No.	Bill Date	Bill amount
1.	307	07/08/2020	Rs. 4,200/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,200/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	307	07/08/2020	81901	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
Amount B –Other Credits :				-
Amount C –Other Debits :_				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 4,200/-
Amount E – PO / WO value:				Rs. 4,200/-
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	**22/08/2020**
Remarks:_	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	14/8/20.						

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/-

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

Gautham Enterprises 1-10-98/19, Vallabh Nagar,Begumpet, Secunderabad Pin-500016 Ph.27763763,40211963 GSTIN/UIN: 36ADIPA9683N1ZW State Name : Telangana, Code : 36 E-Mail : gautham_entps2424@yahoo.com	Invoice No. **307**	Dated **7-Aug-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Modi Realty Mallapur LLP** Secunderabad, Ph:9502211799, Mr.Naveen Reddy GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. **P.O.NO 69365 DT 3.8.20**	Dated **7-Aug-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **SHEKAR**	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	**Nescafe Signature Premix**	21011200	**10 kg**	355.93	kg		**3,559.30**	3,559.30	9%	320.34	9%	320.34	4,199.98
	CGST Output - 9%			9	%		**320.34**						
	SGST Output - 9%			9	%		**320.34**						
	Rounded Off						**0.02**						
	Total		10 kg				**₹ 4,200.00**	3,559.30		320.34		320.34	

INWARD
MODI REALTY MALLAPUR LLP
949 7/8/20
81901 8/8/20
Received By Raman 7/8/20

Amount Chargeable (in words) **INR Four Thousand Two Hundred Only**

E. & O.E

MODI PROPERTIES PVT LTD. SEC'BAD
INWARD
No. 68248
Date 12/8

Company's Bank Details
Bank Name : **Andhra Bank**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & ANDB0000222**

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

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 03-08-2020 13:56:50

69365

31.07.20 12:25:05

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			
Gautam Enterprises	**Doc No**	69365	68367
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	03-08-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	03-08-2020	
27717725,66317725,66382615 9246535926	**SupplyType**	Supply	

Kind Attn : Mr. M. Sampath Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	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 / Brand	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
Penality For Delay	Nil
Transportation Cost	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

Name : 04/08/2020

Contact - -

Accepted the above Terms And Conditions

For ***Gautam Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	01.08.2020
Site & Phase :	GULMOHAR RESIDENCY	Time:	14:00
Supplier		Req. No.	68367
Material required before date:	04.08.2020	ID No.	58926

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

PO. 69365

APPROVED
03 AUG 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: FOR CUSTOMERS AND STAFF USING PURPOSE.

Prepared By	M.Likhitha	Approved by	
Sign.& Date	01.08.2020	Sign. & Date	

Note: