PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/08/2020	Prepared by:	T.D. Murthy
PO/WO no.	69209	PO / WO Date.	28/07/2020
Supplier Name	Anisha Associates	PO/WO amount	Rs. 8,525/-
Firm/Company	Modi Properties PVT LTD	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	063	30/07/2020	Rs. 9,116/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 9,116/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	305	28/07/2020	-	☑ 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. 9,116/-
Amount E – PO / WO value:				Rs. 8,525/-
Amount F – Difference (A – E):				Rs. 591/-

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:							
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/-

<u>TAX INVOICE</u>

ANISHA ASSOCIATES

Pidilite
Building Bonds

AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS
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 Modi properties Pvt Ltd,
GST: 36AABCM4761
E1ZM

No. 063 Date : 30/7/2020
Your order No. 69209 Date 28/7/2020
Our D.C. No. ________ Date : ________
Documents Sent through ________

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1	Roff N.S.A Tile adhesive	20kg	17	425.00	7225	00
	Transport				500	00
				Total Taxable	7725	00
				CGST @ 9%	695	25
				SGTS @ 9%	695	25
				IGST @		
				TOTAL	9115	50

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 6811
Date 8/8
Sign

Rupees Nine thousand one hundred & fifteen only

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

For Anisha Associates

DELIVERY CHALLAN

Pidilite
Building Bonds

ANISHA ASSOCIATES

Authorised Distributors : DR FIXIT, ROFF, FOSROC,
MYK & CERA CHEM Construction Chemicals

No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,
West Marredpally Main Road, Secunderabad - 26.
✆: 040- 4850 9804, Mobile : 92465 89804

No. 305 Date : 28/7/20

To M/s Modi proporties

S.No	DESCRIPTION	Packing	Quantity
1)	NSA	20kg	17 No's
			17 No's

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 40255
Date 5/8

INWARD
Inward No: 321 Dt: 28/07/20
MRN No: Dt:
Received By: Samarsith Sign:
MODI PROPERTIES

GSTIN : 36ABTPV3594Q1Z8

For **ANISHA ASSOCIATES**

S. [signature]

Customer Signature

Purchase Order

 28-07-2020 5:02:42 PM

69209
31.07.20 12:12:34

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.	**Doc No**	69209	16359
	Doc Date	28-07-2020	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote No**	Nil	
66209804 9246589804	**Quote Date**	20-07-2020	
	SupplyType	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*	17.00	425.00	0.00	18.00	8,525.50
			Total Order Value . . .			**8,525.50**

Rupees : Eight Thousand Five Hundred Twenty Five 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
Penality 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

Name : ____________

Accepted the above Terms And Conditions

For ***Anisha Associates***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	27-07-2020
Site & Phase :	HEAD OFFICE	Time:	06.44 AM
Supplier		Req. No.	16359
Material required before date:	Urgent	ID No.	58810

No	Description	Size	Quantity	Units	Inward No	Date
1	MYK LATICRATE	20KGS	17	BAGS		
2	69209					
3						
4						
5						
6						
7						
8						
9						
10						

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

APPROVED
29 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	27-07-2020	Sign. & Date	

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