PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/8/20.	Prepared by:	SOWMYA
PO/WO no.	69390.	PO / WO Date.	7/8/20.
Supplier Name	Gavitham Enterprises	PO/WO amount	2,520.
Firm/Company	MPL	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1.	306.	7/8/20.	2,520.
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,520.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			81880	☑ 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:	2,520
Amount E – PO / WO value:	2,520
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	**21.8.2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowya						
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. **306** / Dated **7-Aug-2020** Delivery Note / Mode/Terms of Payment Supplier's Ref. / Other Reference(s)
Buyer **Modi Properties Pvt Ltd** Raniganj, Secunderabad GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. **P.O.NO 69390 DT 4.8.20** / 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	**6 kg**	355.93	kg		**2,135.58**	2,135.58	9%	192.20	9%	192.20	2,519.98
	CGST Output - 9%			9	%		**192.20**						
	SGST Output - 9%			9	%		**192.20**						
	Rounded Off						**0.02**						
	Total		6 kg				**₹ 2,520.00**	2,135.58		192.20		192.20	

INWARD
Inward No 3758 Dt 7/8/20
MRN No: 81880 Dt:
Received By: Sign:
Modi Properties Pvt. Ltd
Sy. No. 82/1

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

E. & O.E

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68243
Date 12/8
Sign.

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

69390
31.07.20 12:25:05

 04-08-2020 16:41:17

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			
Gautam Enterprises	**Doc No**	69390	11835
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	04-08-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	04-08-2020	
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	6.00	420.00	0.00	0.00	2,520.00
					Total Order Value . . .	**2,520.00**

Rupees : Two Thousand Five Hundred Twenty 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 Properties Pvt.Ltd.*
Authorised Signatory
04/08/2020
Name : ______
Contact - -

Accepted the above Terms And Conditions
For *Gautam Enterprises*

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	28-07-2020
Site & Phase :	May Flower Platinum	Time:	11;10
Supplier		Req.No.	11835
Material required before date:	01-08-2020	ID No.	58957

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	std	06	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

PO 69390

APPROVED
04
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : for site use purpose			
Prepared By	K.sravani	Approved by	SV.subbareddy
Sign.& Date	28-07-2020	Sign. & Date	