PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	27/08/2020	Prepared by:	T.D. Murthy
PO/WO no.	69285	PO / WO Date.	30/07/2020
Supplier Name	Swastik Commercial Corporation	PO/WO amount	Rs. 4,519/-
Firm/Company	Modi Properties PVT LTD	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	240	17/08/2020	Rs. 4,519/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 4,519/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	240	17/08/2020	-	☑ 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. 4,519/-
Amount E – PO / WO value:	Rs. 4,519/-
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	**29/08/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	27/8/20						

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)

Swastik Commercial Corporation
7-2-626(3561/3) R.P.ROAD
SECUNDERABAD-500003
Ph.No:040-27705974
GSTIN/UIN: 36AEMPJ3074R1ZS
State Name : Telangana, Code : 36
E-Mail : swastikcommercial999@gmail.com

Buyer
Modi Properties Pvt Ltd
5-4-187/3 & 4,IInd Floor
M.G.Rd
Secunderabad
GSTIN/UIN : 36AABCM4761E1ZM
State Name : Telangana, Code : 36

Invoice No. **240/2020-21**	Dated **17-Aug-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref	Other Reference(s)
Buyer's Order No. **69285/16363**	Dated **30-Jul-2020**
Despatch Document No	Delivery Note Date
Despatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Crompton 400mm 16" Hi-Flo Pedestal Fan**	84145130	**2 NOS**	1,915.00	NOS	3,830.00
	CGST Output					344.70
	SGST Output					344.70
	Less *Add Round Off*					(-)0.40
	Total		**2 NOS**			**₹ 4,519.00**

INWARD
Inward No: 375 Dt: 17/08/2
MRN No: Dt:
Received By: Janardi Sign:
MODI PROPERTIE

MODI PROPERTIES PVT LTD SECD
INWARD 68470 24/8

E. & O.E

Amount Chargeable (in words)
INR Four Thousand Five Hundred Nineteen Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84145130	3,830.00	9%	344.70	9%	344.70	689.40
Total	3,830.00		344.70		344.70	689.40

Tax Amount (in words) : **INR Six Hundred Eighty Nine and Forty paise Only**

Company's Bank Details
Bank Name : **Dena Bank Account**
A/c No. : **056111024016**
Branch & IFS Code : **R.P.Road & BKDN0610561**

Company's PAN : **AEMPJ3074R**

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

for Swastik Commercial Corporation

SWASTIK COMMERCIAL CORPORATION

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

   31-07-2020 10:13:43

69285
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			
Swastik Commercial Corporation 3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc No**	69285	16363
	Doc Date	30-07-2020	
	Quote No	Nil	
GSTIN 36AEMPJ3074R1ZS 27707596	**Quote Date**	30-07-2020	
27705974 9848178680	**SupplyType**	Supply	

Kind Attn : Mohanlal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4766 - Electrical - other - Pedestral Fan - others - nos	2.00	1,915.00	0.00	18.00	4,519.40
					Total Order Value . . .	**4,519.40**

Rupees : Four Thousand Five Hundred Ninteen and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand, High FloLG 16" model
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	Transport cost shall be borne by us.
Warranty	1yr
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above orderfor 3rd floor Gaurang Modi & cr cabin purpouse
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Swastik Commercial Corporation***

Name :

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	27-07-2020
Site & Phase :	HEAD OFFICE	Time:	14.21 PM
Supplier		Req. No.	16363
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	PEDASTAL FAN	STD	02	NOS		
2						
3	69285					
4						
5						
6						
7						
8						
9						
10						

Remarks : FOR III FLOOR GOURANG MODI SIR & CR CABIN PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	APPROVED BY 29 JUL 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	26-07-2020	Sign. & Date	

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

 30-07-2020 12:24:11 PM

Estimate/Draft PO

Original / Office Copy / Purchase Div.Copy

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			
Swastik Commercial Corporation	**Doc No**	69285	16363
3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc Date**	30-07-2020	
	Quote No	Nil	
GSTIN 36AEMPJ3074R1ZS 27707596	**Quote Date**	30-07-2020	
27705974 9848178680	**SupplyType**	Supply	

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Measurment	Nil
Security	Nil
Remarks	

APPROVED BY
31 JUL 2020
MANAGIN

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Accepted the above Terms And Conditions

For *Swastik Commercial Corporation*

Name : ____________________

Name : ____________________

Date : __/__/____