PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	01/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69071	PO / WO Date.	23/07/2020
Supplier Name	M. Sudarshan	PO/WO amount	Rs. 2,425/-
Firm/Company	Modi Properties PVT LTD	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1.	112	18/08/2020	Rs. 2,746/-
2.			-
3.			-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 2,746/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	112	18/08/2020	82471	☑ 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. 2,746/-
Amount E – PO / WO value:				Rs. 2,425/-
Amount F – Difference (A – E):				Rs. 321/-

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	**05/09/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	1/9/20	1/9					

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 INVOCIE

Cell : 9849102251

M. SUDARSHAN

FABRICATION OF ALUMINIUM PARTITIONS, DOORS, WINDOWS & INTERIOR WORKS

D.No. 1348, Pioneer Bazar, Bollarum, Secunderabad - 500 010. T.S.
Email : sudarshan.maheshwaram@yahoo.com

GSTIN No. 36BBIPM8347N1ZW

Name : Modi Properties PVLTD
5-4-187/3&4 II Floor MG Road Sc-bad
GST No 36AABCM4761E1ZM

Bill No. 112 Date : 18/8/20
D.C No. Date :
Order No. 69071 Date :

Sl No	PARTICULARS	HSN CODE	FOR SIZE	QTY	FOR SFT	Amount Rs.	Ps.
1	Aluminum Powder Coating 2Trak Slyding Window with 4mm Plain Glass 3'-6" x 3'-6" x 1 NO			SFT 12.25	190.00	2327	50

CHECKED
SECURITY/SUP.
By: Dt: 21/8/20

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD 68454 21/8

obtained T.Anjaiah

82471

SUB TOTAL				2327	50
SGST	%	9		209	47
CGST	%	9		209	47
IGST	%				
GRAND TOTAL				2746	44

Rupees In Words : Two thousand Seven hundred forty Six and forty Four Paise only

TERMS & CONDITIONS :

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained.
2. Cheque disgonour Rs. 500/- Extra
2. Our responsbility ceases no seener goods are handed over to the carring agency.
4. Subject to secunderabad Jurisdiction Only.

For M. SUDARSHAN

Sudarshan

Signature

Purchase Order

 24-07-2020 10:56:24 AM

69071
24.07.20 11:20:52

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			
Mr. M. Sudarshan	**Doc No**	69071	16357
H.No. 1348, Pioneer Bazar, Bolarum, Secunderabad.	**Doc Date**	23-07-2020	
	Quote No	Nil	
GSTIN 36BBIPM8347N1ZW	**Quote Date**	23-07-2020	
9849102251	**SupplyType**	Supply	

Kind Attn : Mr. M. Sudarshan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2214 - Carpentry - windows - Al. Sliding - other - sft *3'3" x 3'4" - 01 no*	10.82	190.00	0.00	18.00	2,425.84
					Total Order Value . . .	**2,425.84**

Rupees : Two Thousand Four Hundred Twenty Five and Paise Eighty Four Only.

Terms and Conditions :-

Specification / Brand	Aluminium Sections shall be of 'Agarvanshi' brand specifications as per Cir.No. 565(a). Approved rates on dtd. 10/08/2018.
Payment Terms	After delivery & production of bill
Tax	All taxes included in above price.
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	Included in the above price.
Warranty	1 year on workmanship.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for E block flats.
Completion Date	Work to be completed in 5days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
Remarks	

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

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Mr. M. Sudarshan***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	17-07-2020
Site & Phase :	HEAD OFFICE	Time:	18 :30 PM
Supplier		Req. No.	16357
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	ALLUMINIUM WINDOW with powder coated	3’ 3” X 3’4 ”	01	NO		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks : FOR PANTRY WINDOW PURPOSE

Prepared By	T.SURYANARAYANA	Approved by	
Sign.& Date	17-07-2020	Sign. & Date	

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