

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11/09/20		Prepared by: Kuthi	
PO/WO no. 69460		PO / WO Date. 7/08/20	
Supplier Name Venkataramana stationery		PO/WO amount 590/-	
Firm/Company Modi farm house (HYD) LLP		Project Serene farm	
Sl. No.	Bill No.	Bill Date	Bill amount
1.	306	25/08/20	590/-
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			590/-
Sl. No.	DC No	DC. Date	MRN No. DC matches MRN
1.	306	25/08/20	82564 ☒ 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:			590/-
Amount E – PO / WO value:			590/-
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 / WO		☒ Yes ☐ No – wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes – Rs. _____/- ☒ No	
Payment – due date		14/09/20	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
Sign: Kuthi			
Date: 11/09			

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

TAX INVOICE

Ph: 040 - 27842572

Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkataramana.bindingworks@gmail.com

To M/S. modi farm House (Hyderabad) LLP
M.G. Road (Sec-Bad)Order No 69460/16385 Date

Delivery Challan No

Date 7/8/20Bill No. 306 20.21Date 25/8/20

GSTIN

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Receipt Book		104	50		500			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD	
Inward No: <u>5272</u>	Dr: <u>02-9-20</u>
MRN No: <u>82564</u>	Dr: <u>03-09-2020</u>
Received By: <u>Sandeep</u>	Sign:
Serene Construction (Hyd) LLP	

Rupees.....

Receiver's Signature & Seal



GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

Goods once sold will not be taken back

Interest @2%p.m. if not paid within 30 days time

Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.

RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

Total

SUB Total

CGST

SGST

Grand Total

500

45

45

590

590.00

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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07-08-2020 12:50:42



69460

06.08.20 2:48:33

From Company : **Modi Farm House (Hyderabad) LLP**
5-4-187/3&4, IInd Floor, M.G. Road, Secunderabad-500003.
G S T No. : 36

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003. GSTIN 36AEJPP5811M1Z2 27842572 9849360076	Doc No	69460	16385
	Doc Date	07-08-2020	
	Quote No	Nil	
	Quote Date	07-08-2020	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7646 - Stationery - printing - Receipt Books - other - nos	10.00	50.00	0.00	18.00	590.00
Total Order Value . . .					590.00
Rupees : Five Hundred Ninty Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Serene Farms Sy no-44, Yenkepally Village, Chevella Mandal, RR. Dist-501 503 Phone. ..
Penalty For Delay	Nil
Transportation	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 upender use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For **Modi Farm House (Hyderabad) LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Name : _____

Date : __/__/__

Contact : -

Requisition Form

Company Name:		MODI FARM HOUSE HYDERABAD CLP		Date:			
Site & Phase :		SCRENE FARMS		Time:			
Supplier				Req. No.		16385	
Material required before date:			ID No.			58983	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Receipt BOOKS		10				
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By		Upendra		Approved by			
Sign. & Date				Sign. & Date			

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

