

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

Date:		26/09/2020		Prepared by:		MINISH	
PO/WO no.		70288		PO / WO Date.		09/09/2020	
Supplier Name		Gautham Enterprises		PO/WO amount		2,520/-	
Firm/Company		MPL		Project		MFF.	
Sl. No.	Bill No.	Bill Date		Bill amount			
1.	508	19/09/2020		2,520/-			
2.							
3.							
4.							
Amount A – Bills total(Excluding Transport & Hamali Charges):						Rs. 13,027/- 2,520/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.			83167	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Amount B –Other Credits :							
Amount C –Other Debits :_							
Amount D (D=A+B-C) – Amount to be credited to the supplier:							
Amount E – PO / WO value:						2,520/-	
Amount F – Difference (A – E):						2,520/-	
Quantity received as per PO /WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below)				
Is difference between PO / Bill acceptable?			<input type="checkbox"/> Yes <input type="checkbox"/> No (explained below)				
Excess / short material received			<input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)				
Close PO / W?O			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)				
Advance paid / PDC given (deduct when paying)			<input type="checkbox"/> Yes – Rs. _____ /- <input checked="" type="checkbox"/> No				
Payment – due date			31/09/2020				
Remarks:_____							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date							

**APPROVED**  
26 SEP 2020  
MINISH PARIKH  
MANAGER PROCUREMENT

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\*0-98/19, 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. <b>508</b>	Dated <b>19-Sep-2020</b>
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No. <b>P.O.NO - 70288 DT 9.9.20</b>	Dated <b>19-Sep-2020</b>
Despatch Document No.	Delivery Note Date
Despatched through <b>KRISHNA</b>	Destination <b>TS 10UB3123</b>
Terms of Delivery	

Buyer  
**Modi Properties Pvt Ltd**  
 Raniganj  
 Secunderabad  
 GSTIN/UIN : 36AABCM4761E1ZM  
 PAN/IT No :  
 State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	MRP/ Marginal	Quantity	Rate	per	Disc. %	Amount
1	Nescafe Signature Premix	21011200		6 kg	355.93	kg		2,135.58
	<i>CGST Output - 9%</i>					9 %		192.20
	<i>SGST Output - 9%</i>					9 %		192.20
	<i>Rounded Off</i>							0.02
	<b>Total</b>			<b>6 kg</b>				<b>₹ 2,520.00</b>

**INWARD**

Inward No: 4108	DT: 20/9/20
MRN No: 82167	Dr.
Received By:	Sign: Nizam

**Modi Properties Pvt. Ltd**  
 Sy.No.82/1



Amount Chargeable (in words)

**INR Two Thousand Five Hundred Twenty Only**

Taxable Value	Central Tax		State Tax		Total Tax Amount
	Rate	Amount	Rate	Amount	
2,135.58	9%	192.20	9%	192.20	384.40
<b>Total:</b>		<b>2,135.58</b>		<b>192.20</b>	<b>384.40</b>

Tax Amount (in words) : **INR Three Hundred Eighty Four and Forty paise Only**

Company's Bank Details  
 Bank Name : Andhra Bank  
 A/c No. : 022231043001908  
 Branch & IFS Code: Ameerpet Br & ANDB0000222

for Gautham Enterprises

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

[Signature]  
 Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



# Purchase Order

Page(s) 1 of 1

09-09-2020 14:59:13

Or



70288

08.09.20 12:15:09

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**

Gautham Enterprises  
Shop No. 1-10-98/19, Begumpet, behind Panthalooms, Sec-Bad

**Doc No** 70288 11937

**Doc Date** 09-09-2020

**Quote No** Nil

**Quote Date** 09-09-2020

**SupplyType** Supply

**GSTIN** 36ADIPA9683N12W NA  
2776-3763 / 6633-8763 9848035963

**Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4011 - Consumables - Coffee Powder - NA - kgs	6.00	420.00	0.00	0.00	2,520.00
<b>Total Order Value . . .</b>					<b>2,520.00</b>

Rupees : Two Thousand Five Hundred Twenty Only.

**Terms and Conditions :-**

**Specification /** 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

**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 staff using purpose.

**Completion Date** Nil

**Measurement** Nil

**Security** Nil

**Remarks**

Accepted the above Terms And Conditions

For **Gautham Enterprises**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

Contact : \_\_\_\_\_

## Requisition Form

Company Name:		Modi Properties Pvt Ltd	Date:		09-09-2020	
Site & Phase :		May Flower Platinum	Time:		10:50	
Supplier			Req.No.		11937	
Material required before date:		11-09-2020	ID No.		59772	
No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	Std	06	Packets		
2						
3						
4						
<p>P.O. 40288 -</p> <div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <p style="margin: 0;"><b>APPROVED</b></p> <p style="margin: 0; color: red;">09 AUG 2020</p> <p style="margin: 0;"><b>MINISH PARIKH</b></p> <p style="margin: 0;"><b>MANAGER PROCUREMENT</b></p> </div>						
Remarks : For site use purpose						
Prepared By		K.sravani	Approved by		SV.subbareddy	
Sign.& Date		09-09-2020	Sign. & Date			