PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/09/20	Prepared by:	Prabhakar.P
PO/WO no.	69814	PO / WO Date.	25-8-20
Supplier Name	Gautham Enterprises	PO/WO amount	1,680-00
Firm/Company	MSPM Realty Kokus LLP	Project	GHT
Sl. No.	Bill No.	Bill Date	Bill amount
1	493	15-9-20	1,680-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,680-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			NA 82313	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No

Amount B –Other Credits : Transportation charges	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	1,680-00
Amount E – PO / WO value:	1,680-00
Amount F – Difference (A – E): GST-18%	—

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	5/10/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	APPROVED 28 SEP 2020				
Date		28/9/20	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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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.	Dated
493	**15-Sep-2020**
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
Buyer's Order No.	Dated
P.O.NO 69814 / 140262 DT 25.8.20	**15-Sep-2020**
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Somesh TS10UB5649	
Terms of Delivery	

Buyer
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4, IInd Floor
MG Road, Soham Mansion
Secunerabad-500003
GSTIN/UIN : 36ABLFM7631F1Z3
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		**4 kg**	355.93	kg		**1,423.72**
	CGST Output - 9%				*9*	*%*		**128.13**
	SGST Output - 9%				*9*	*%*		**128.13**
	Rounded Off							**0.02**
	Total			**4 kg**				**₹ 1,680.00**

INWARD
Inward No: 10527 Dt: 15/09/20
MRN No: 82313 Dt: 22/9/20
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
Time-16:10

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 69587
Date 22/9
Sign.

Amount Chargeable (in words) *E. & O.E*
INR One Thousand Six Hundred Eighty Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	1,423.72	9%	128.13	9%	128.13	256.26
Total:	**1,423.72**		**128.13**		**128.13**	**256.26**

Tax Amount (in words) : **INR Two Hundred Fifty Six and Twenty Six paise Only**

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

for Gautham Enterprises

GAUTHAM ENTERPRISES * Begumpet, Secunderabad-16. *

Authorised Signatory

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 25-08-2020 4:54:09 PM Origi

69814
26.08.20 1:23:34

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50000
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Gautham Enterprises Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc No**	69814	140262
	Doc Date	25-08-2020	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	25-08-2020	
2776-3763 / 6633-8763 9848035963	**SupplyType**	Supply	

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	4.00	420.00	0.00	0.00	1,680.00
					Total Order Value . . .	**1,680.00**

Rupees : One Thousand Six Hundred Eighty 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MMR KOWKUR LLP	Date:	19-08-20200
Site & Phase :	GHT	Time:	16:30
Supplier		Req. No.	140262
Material required before date: 22.08.2020		ID No.	39311

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder	1 kg	04	No.s		
2						
3	698.4					
4						
5						
6						
7						
8						
9						
10						

Remarks: - For site office purpose

Prepared By	N.Shravya	Approved by	A.Suresh
Sign.& Date	19-08-20200	Sign. & Date	19-08-2020

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