PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13-10-20	Prepared by:	Prabhakar.P
PO/WO no.	70755	PO / WO Date.	25.9.20
Supplier Name	Satyanarayana Hardware	PO/WO amount	2,832-00
Firm/Company	MPPL	Project	H.O
Sl. No.	Bill No.	Bill Date	Bill amount
1	452	25.9.20	2,832-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,832-00

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				☑ 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:				2,832-00
Amount E – PO / WO value:				2,832-00
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	**19-10-20**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		14/10/20					

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. 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/-

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

: 040-66610337 : 98853 16000, : sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

- ☐ Original for Receipt
- ☐ Duplicate for Transporter
- ☐ Triplicate for Supplier

Invoice No. : 452/19 - 20
Invoice Date : 25/9/2020
State : Telangana State Code36

Transportation Mode: LR No:
Vehicle Number: No. of Cases:
P.O. Number : 70755/16513 Place of Supply:

DETAILS OF CONSIGNEE: BILLED TO

NAME: Modi Properties Pvt.Ltd.
Address: 5-4-187/3 & 4, 2nd floor, M.G.Road Secunderabad - 500003
GSTIN: 36AABCM4761E1ZM
State: Telangana State Code: 36

DETAILS OF RECEIVER: SHIPPED TO

NAME:
Address:
GSTIN:
State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	8302	Door Magnet Dino	100	Nos	13.50		18%	1350.00
2		with Screw						
3	8302	Godrej Door closer	1	NO	1050		18%	1050.00
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

INWARD
Inward No: 515 Dt: 25/9/20
MRN No: Dt:
Received By: Jamarsh Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 6980 Date 26/9 Sign.

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST	Transport / If any	
						Total Amount before Tax	2400.00
						Add. CGST 9%	216.00
						Add: SGST 9%	216.00
						Add: IGST	
						GRAND TOTAL	2832.00

Amount in words: Two Thousand Eight hundred & thirty Two Rupees only

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

Receiver's Signature with Stamp

For **Sathyavarapu Hardwares**

Authorised Signatory

Purchase Order

 25-09-2020 4:49:21 PM Original

70755
21.09.20 12:59:15

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			
Sathyavarapu Hardwares, #2-3-576/2/2, Minister Road, Nallagutta, Sec-Bad.	**Doc No**	70755	16513
	Doc Date	25-09-2020	
	Quote No	Nil	
GSTIN 36BCBPS4784B1ZJ	**Quote Date**	25-09-2020	
65910337. 9885316000.	**SupplyType**	Supply	

Kind Attn : Mr. S. Ravi Kumar.

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	2091 - Carpentry - hardware - Door magnet - NA - nos *Cupboard magnet*	100.00	13.50	0.00	18.00	1,593.00
2	2088 - Carpentry - hardware - Door Closer - NA - nos	1.00	1,050.00	0.00	18.00	1,239.00
					Total Order Value . . .	**2,832.00**

Rupees : Two Thousand Eight Hundred Thirty Two Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
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	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order or HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

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

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sathyavarapu Hardwares,***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	24-09-2020
Site & Phase :	HEAD OFFICE	Time:	10:30 PM
Supplier		Req. No.	16513
Material required before date: Urgent		ID No.	60168.

No	Description	Size	Quantity	Units	Inward No	Date
1	Cupboard magnets	-	100	NOS		
2	Door closer	60 kgs	1	NOS		
3	screws 70755	1/2"	1	KG		
4						
5						
6						
7						
8						
9						
10						

Remarks : FOR PURCHASE ENTRANCE DOOR REPLACING PURPOSE

Prepared By	T.Abhinay	Approved by	
Sign.& Date	24- 09-2020	Sign. & Date	

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

APPROVED BY
25 SEP 2020
SOHAM MODI
MANAGING DIRECTOR