

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		15/10/20		Prepared by:		Keeath.	
PO/WO no.		70421		PO / WO Date.		15/09/20	
Supplier Name		Venkataramana stationary & Binding work		PO/WO amount		21832/-	
Firm/Company		Mc Modi Educational Trust		Project		Manila/ Modi Memorial Hospital	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	397	19/09/20		2832/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):				2832/-			
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	397	19/09/20	NA 83219	☒ 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:				2832/-			
Amount E – PO / WO value:				21832/-			
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:	Keeath.						
Date	15/10.						

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

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. MC Modi Educational Trust

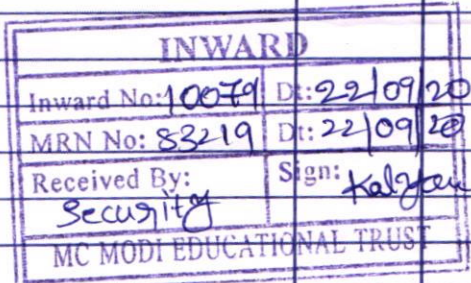
Order No 70421 Date 15/9/20

Delivery Challan No Date

GSTIN 36AAA TMS 4880220

Bill No. 397-20-21 Date 19/9/20

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs. Ps.
1	Folder cover Packings		30	80		2400		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



Rupees.....

Total	2400		
SUB Total			
CGST	216		
SGST	216		
Grand Total	2832	2832	9

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

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

Purchase Order

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15-09-2020 2:56:47 PM



70421

14.09.20 5:37:49

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2

27842572

9849360076

Doc No	70421	162024
Doc Date	15-09-2020	
Quote No	Nil	
Quote Date	15-09-2020	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4030 - Consumables - Fruit packing cover - other - pkts	30.00	80.00	0.00	18.00	2,832.00
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** Already delivered**Delivery Location** Manilal Modi Memorial Hospital

Phone.

Penalty 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 electrical switch covering purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **MC Modi Educational Trust**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Venkatramana Stationery & Binding works**

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		MCMET		Date:		14.09.2020	
Site & Phase :		Manilal Modi Memorial Hospital		Time:		10:30AM	
Supplier				Req. No.		162024	
Material required before date:		16.09.2020		ID No.		59874	

No	Description	Size	Quantity	Units	Inward No	Date
1	Fruit Packing cover	30m	20	Roll		
2						
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED

15 SEP 2020

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: For Electrical switch board purpose

Prepared By	Priyanka	Approved by	Madhu
Sign. & Date	14.09.2020	Sign. & Date	14.09.2020

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