

PURCHASE DIVISION
Advice for approval for credit to supplier

T. 86M

Date:	07/11/20	Prepared by:	NEHA.CM
PO/WO no.	71593	PO / WO Date.	24/10/20
Supplier Name	Sri Balaji Enterprises	PO/WO amount	2,120/-
Firm/Company	Modi Properties Pvt Ltd	Project	Head Office
SL No.	Bill No.	Bill Date	Bill amount
1	100	30/10/20	1800
2			2124/-
3			
4			

Amount A – Bills total(Excluding Transport & Hamali Charges):

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:

Amount E – PO / WO value:

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. 1/- ☒ No

Payment – due date 13/11/20

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date	07/11/20	09/11/20	09 NOV 2020				
		MINISH PARIKH					

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

**SRI BALAJI ENTERPRISES**

#14-1-418, Near Rocket Ground,
New Aghapura, Hyderabad - 01
E-mail : seetaram.joshi@yahoo.com
Mob: 9030605690, 9885288441
GSTN : 36AEIPJ0494H1ZF

Invoice No.

100

Dated

30-10-2020

PO / DOC No.

71593

D.C. No.

100

Vehicle No.

TS10EG-7971

Destination

HEAD OFFICE**Billing Address :**

MODI PROPERTIES PVT LTD
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36AABCM4761E1ZM

Shipping Address :

MODI PROPERTIES PVT LTD
5-4-187/3&4, IInd Floor
MG Road, Secunderabad - 03
GSTN : 36AABCM4761E1ZM

S. NO.	HSN	Description	Thickness	Size	Qty	Rate	Amount
1	3506	FEVICAL ULTRA MARINE 10KG		10 KG	10	180.00	1800.00
					10		1800.00

Cartage

re Tax : Rs 1800.00

Tax Rs.: 324.00

Post Tax Rs.: 2124.00

R/o Rs.:

Final Rs.: 2124.00

HSN / SAC	Taxable Value	CGST		SGST		IGST		Total Tax Amt
		Rate	Amount	Rate	Amount	Rate	Amount	
3506	1800	9%	162	9%	162			324
								0
								0
Total	1800	0.09	162	0.09	162	0	0	324.00

TERMS & CONDITIONS :

1. Above mentioned goods remain our property until full payment is received.
2. Goods once sold can not be taken back or exchanged.
3. Our responsibility ceases once the goods leave our premises.
4. If the is not paid on presentation interest at 24% per annum
5. Subject to Hyderabad Jurisdiction.



Our Bank: Kotak mahendra Bank A/c No. 4312001151, IFSC : KKBK0000553

Our Bank: Central Bank Of India A/c No.3252126355, IFSC : CBIN0280809

Purchase Order

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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

71593
20.10.20 3:54:09

Supplier Details

Sri Balaji Enterprises
H,no.14-1-418, Near ROCKET Ground, New Aghapura Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	71593	16623
Doc Date	24-10-2020	
Quote No	Nil	
Quote Date	24-10-2020	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1,2095 - Carpentry - hardware - Fevicol - 10Kgs - nos	1.00	2,120.00	0.00	0.00	2,120.00
Total Order Value . . .					2,120.00
Rupees : Two Thousand One Hundred Twenty Only.					

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Head Office 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qty & specs. Above order for 2nd floor HO purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Req 68496 qty is also included in the above qty

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For **Sri Balaji Enterprises**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		MPPL		Date:		23-10-2020	
Site & Phase :		HEAD OFFICE		Time:		11:30AM	
Supplier				Req. No.		16623	
Material required before date:		Urgent		ID No.		61010	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Fevicol	10kgs	1	NOS			
2							
3							
4							
5							
6							
7							
8							
9							
10							

Remarks To paste the laminate for filing table at 3rd floor H.O

Prepared By	Meenakshi.N	Approved by	
Sign. & Date	23- 10-2020	Sign. & Date	

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

APPROVED
24 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT