PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	11/11/2020	Prepared by:	T.D. Murthy
PO/WO no.	71517	PO / WO Date.	22/10/2020
Supplier Name	Gautam Enterprises	PO/WO amount	Rs. 3,075/-
Firm/Company	Mehta & Modi Realty Kowkur LLP	Project	Greenwood Estates
Sl. No.	Bill No.	Bill Date	Bill amount
1.	762	04/11/2020	Rs. 3,075/-
2.	-	-	-
3.	-	-	-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 3,075/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	762	04/11/2020	84966	☑ Yes □ No
2.	-	-	-	□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 3,075/-
Amount E – PO / WO value:				Rs. 3,075/-
Amount F – Difference (A – E):				-

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	**14/11/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	APPROVED 12 NOV 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	11/11/20	11/11					

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 1-10-98/19, 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. **762**	Dated **4-Nov-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
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	Buyer's Order No. **P.O.NO 71517 DT 22.10.20**	Dated **4-Nov-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **MADHU TS 10UB 5649**	Destination
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**5 kg**	355.93	kg		**1,779.65**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**3 nos**	275.42	nos		**826.26**
								2,605.91
	CGST Output - 9%				9	%		**234.53**
	SGST Output - 9%				9	%		**234.53**
	Rounded Off							**0.03**
	Total							**₹ 3,075.00**

MODI PROPERTIES SEC'BAD
INWARD No. 71048
Date 10/11
Nch

INWARD
Inward No: 1658 Dt: 06/11/20
MRN No: 84966 Dt: 7/11/2020
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
Time - 13'.59

Amount Chargeable (in words) *E. & O.E*

INR Three Thousand Seventy Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,779.65	9%	160.17	9%	160.17	320.34
21012090	826.26	9%	74.36	9%	74.36	148.72
Total	**2,605.91**		**234.53**		**234.53**	**469.06**

Tax Amount (in words) : **INR Four Hundred Sixty Nine and Six paise Only**

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

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

for Gautham Enterprises

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 22-10-2020 12:45:29 O 71517

20.10.20 3:54:09

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5000(
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Gautam Enterprises	**Doc No**	71517	140293
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	22-10-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	22-10-2020	
27717725,66317725,66382615 9246535926	**SupplyType**	Supply	

Kind Attn : Mr. M. Sampath Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	4011 - Consumables - Coffee Powder - NA - kgs	5.00	420.00	0.00	0.00	2,100.00
2	4060 - Consumables - Tea Powder - NA - kgs	3.00	325.00	0.00	0.00	975.00
				Total Order Value . . .		**3,075.00**

Rupees : Three Thousand Seventy Five 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality 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
Measurment	Nil
Security	Nil
Remarks	

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ______

Contact ...

Accepted the above Terms And Conditions

For ***Gautam Enterprises***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	MEHTA AND MODI REALTY KOWKUR LLP	Date:	19-10-2020
Site & Phase:	GHT	Time:	15:30
Supplier:		Req. No.	140293
Material required before :	**23-10-2020**	ID No.	60843

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	1 Kg	05	No.s		
2	Tea Powder	1 Kg	03	No.s		
		P.O. 71517				

Remarks:For customers & staff purpose

Prepared By	N.Shravya	Approved by	A.Suresh
Sign.& Date	19-10-2020	Sign. & Date	19-10-2020