PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08-12-20	Prepared by:	Prabhakar.P
PO/WO no.	72497	PO / WO Date.	27-11-20
Supplier Name	Gautham Enterprises	PO/WO amount	4,200-00
Firm/Company	Modi Properties Pvt Ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	893	28-11-20	4,200-00
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,200-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			85817	□ 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:	4,200-00
Amount E – PO / WO value:	4,200-00
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	**14-12-20**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		8/12					

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. **893**	Dated **28-Nov-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Modi Properties Pvt Ltd** Raniganj Secunderabad GSTIN/UIN : 36AABCM4761E1ZM PAN/IT No : State Name : Telangana, Code : 36	Buyer's Order No. **Po no: 72497 dt: 27/11/20**	Dated **28-Nov-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**10 kg**	355.93	kg		**3,559.30**
	CGST Output - 9%				9	%		**320.34**
	SGST Output - 9%				9	%		**320.34**
	Rounded Off							**0.02**
	Total			**10 kg**				**₹ 4,200.00**

7/790
03/12
Neha

INWARD
Inward No: 44993 Dt: 28/11/20
MRN No: 85817 Dt.
Received By Sign Nizam
Modi Properties Pvt Ltd
Sy.No.82/:

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

INR Four Thousand Two Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	3,559.30	9%	320.34	9%	320.34	640.68
Total	**3,559.30**		**320.34**		**320.34**	**640.68**

Tax Amount (in words) : **INR Six Hundred Forty and Sixty Eight paise Only**

INWARD
Modi Properties Pvt Ltd
Sy No.82/:

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

O

72497

16.11.20 11:25:36

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				
Gautham Enterprises Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad		**Doc No**	72497	177151
		Doc Date	27-11-2020	
		Quote No	Nil	
GSTIN 36ADIPA9683N12W	NA	**Quote Date**	27-11-2020	
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	10.00	420.00	0.00	0.00	4,200.00
					Total Order Value . . .	**4,200.00**

Rupees : Four Thousand Two Hundred 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	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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 ***Modi Properties Pvt.Ltd.***

Authorised Signatory

28/11/2020

Name : ______

Contact

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	26.11.2020
Site & Phase :	May Flower Platinum	Time:	13:20
Supplier		Req.No.	177151
Material required before date: 28.11.2020		ID No.	61850

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder	1Kg	10	Pkt's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

P.O. 72497

Remarks: Towards Office use Purpose.

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	26.11.2020	Sign. & Date	

APPROVED
27 OCT 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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