PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72442	PO / WO Date.	25/11/2020
Supplier Name	Serene Coir & Foam Products	PO/WO amount	Rs. 3,192/-
Firm/Company	Modi Properties PVT LTD	Project	Mr. Soham Modi
Sl. No.	Bill No.	Bill Date	Bill amount
1.	423	02/12/2020	Rs. 3,192/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 3,192/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	423	02/12/2020	-	☑ Yes ☐ No
2.	-	-	-	☐ Yes ☐ No
3.	-	-	-	☐ Yes ☐ No
4.	-	-	-	☐ Yes ☐ No
Amount B –Other Credits : **Charges for resize done**				Rs. 500/-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 3,692/-
Amount E – PO / WO value:				Rs. 3,192/-
Amount F – Difference (A – E):				Rs. 500/-

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. 3,192/- ☐ No
Payment – due date	**19/12/2020**

Remarks:

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	15/12/20	15/12					

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. 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/-

014

GST No. 36AAZFS7542J1ZA

TAX INVOICE
CASH / CREDIT

Ph : ~~9866117001~~ 9849890049

SERENE COIR & FOAM PRODUCTS

20-3-711, Shahgunj, Hyderabad - 500 002.
Works : Plot No. 183, Mallapur, R.R. Dist.

INVOICE No. 423 Date 02.12.2020

M/s. MODI PROPERTIES PVT LTD.,

MG ROAD, SECUNDERABAD 500 003 DELIVERY AT JUBILEE HILLS HYD -37

GST No. 36AABCM4761E1ZM PO 72442

HSN Code NO	PARTICULARS	Rate per PC/MTR/Kgs.	Qty. in PC/MTR/Kgs.	AMOUNT Rs.	Ps.
94042920	COIR MATTRESS 72X36X4 J1 FREE PILLOW 1	2,705.00	1 NOS	2,705.00	
	PO NO 72442 16685 DATED 25.11.20				
	INWARD Inward No: 552 Dt: 04/12/20 MRN No: Dt: Received By: Sign: MODI PROPERTIES	MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 72139 Date: 4/12 Sign: Neha			
		TOTAL		2,705.00	
		CGST	9%	243.45	
		SGST	9%	243.45	
		IGST	0%	0.00	
	Bank Details : Central Bank of India Monda Branch, Sec'bad. A/c. No : 1061703313 IFSC Code : CBIN0280815	Rs. THREE THOUSAND ONE HUNDRED AND NINTY TWO ONLY.			

L.R. No. Through TS10UA0143 **TOTAL** 3,192

TERMS & CONDITIONS :

1. Goods supplied once will not be taken back or exchanged.
2. Interest@24% per annum will be charged on all invoices not paid within 7 days.
3. Our responsibility ceases after the goods are delivered to the carrier.
4. All disputes are subject to Hyderabad Juridication only.

For SERENE COIR & FOAM PRODUCTS

Partner

Purchase Order

    25-11-2020 15:57:55

72442
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			
Serene Coir and Foam Products	**Doc No**	72442	16685
#183, IDA, Mallapur, Nacharam, Hyderabad - 500076.	**Doc Date**	25-11-2020	
	Quote No	Nil	
GSTIN -	**Quote Date**	25-10-2020	
040 - 65121895 9849101948	**SupplyType**	Supply	

Kind Attn : Mr. Nikit Agarwal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	5523 - Furniture - Mattress - Other - Nos *Single size - 72" x 36" x 4" with 1 pillows*	1.00	4,911.00	35.00	0.00	3,192.15
					Total Order Value . . .	**3,192.15**

Rupees : Three Thousand One Hundred Ninty Two and Paise Fifteen Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 'Hello Sleep' brand with Pillows.
Payment Terms	Against delivery of all materials.
Tax	Inclusive of all taxes
Delivery Date	Within 3days.
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by you.
Warranty	1 year.
Advance Paid	Rs. 3,192/- vide cheque no.............., dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for security room at Plot no. 280.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Serene Coir and Foam Products*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	19-11-2020
Site & Phase :	Head Office	Time:	16:30PM
Supplier		Req. No.	16685
Material required before date:	Urgent	ID No.	61696

No	Discription	Size	Quantity	Unibts	Inward No	Date
1	Mattress(4" thickness)	34"x72"	01	NOS		
2				NOS		
3						
4	72442					
5						
6						
7						
8						
9						
10						

Remarks :Towards security room at plot 280.

Prepared By	Meenakshi.N	Approved by	APPROVED 25 NOV 2020 P. PRABHAKAR Sr. MANAGER PURCHASE
Date	19-11-2020	Sign. & Date	

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