PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/12/2020	Prepared by:	T.D. Murthy
PO/WO no.	72673	PO / WO Date.	03/12/2020
Supplier Name	Ganesh Tube Traders	PO/WO amount	Rs. 142/-
Firm/Company	Modi Properties PVT LTD	Project	Head Office
Sl. No.	Bill No.	Bill Date	Bill amount
1.	463	14/12/2020	Rs. 142/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 142/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	463	14/12/2020	-	☑ Yes □ No
2.				□ Yes □ No
3.	-	-	-	□ Yes □ No
4.	-	-	-	□ Yes □ No
Amount B –Other Credits :				-
Amount C –Other Debits :				-
Amount D (D=A+B-C) – Amount to be credited to the supplier:				Rs. 142/-
Amount E – PO / WO value:				Rs. 142/-
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	**19/12/2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]	[signature] APPROVED 17 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	17/12/20	17/12					

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/-

GSTIN: 36ADBPJ8881C1ZJ

Authorised Distributor:

GANESH TUBE TRADERS

Invoice No. **463**
Ref. No. **72673**

Dated **14-Dec-2020**

TAX INVOICE

Party : **MODI PROPERTIES & INVEST PVT LTD**

GSTIN/UIN : 36AABCM4761E1ZM
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**METAL CLAMP 1"** *Lappam Patti 3"*	7318	18 %	**6 NO**	20.00	NO		**120.00**
	CGST							**10.80**
	SGST							**10.80**
	ROUND OFF							**0.40**
	Total			**6 NO**				**₹ 142.00**

INWARD
Inward No: 582 Dt: 15/12/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 1225
Date: 16/12
Sign: Neha

Amount Chargeable (in words)

E. & O.E

INR One Hundred Forty Two Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
7318	120.00	9%	10.80	9%	10.80	21.60
Total	**120.00**		**10.80**		**10.80**	**21.60**

Tax Amount (in words) : **INR Twenty One and Sixty paise Only**

Company's PAN : **ADBPJ8881C**

Company's Bank Details
Bank Name : **HDFC CA 50200014835551**
A/c No. : **50200014835551**
Branch & IFS Code: **PG ROAD,SEC-BAD & HDFC0000042**

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

for GANESH TUBE TRADERS(2018-2019)

Authorised Signatory

REVERSE CHARGE: NO

H.No.5-2-270, Plot No.29, Hyderbasti,
(Back side of Old Traffic P.S.)
Secunderabad - 500 003.
Ph: 040-66568587, 66568581
Email: ganeshtubetraders@gmail.com
www.ganeshtubetraders.com

Purchase Order

 03-12-2020 12:53:24 Orig 72673

25 11 20 1:28:07

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			
Ganesh Tube Traders	**Doc No**	72673	16720
5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.	**Doc Date**	03-12-2020	
	Quote No	Nil	
GSTIN 36ADBPJ8881C1ZJ 66568587/ 66384751	**Quote Date**	03-12-2020	
9246330441. 9949248666	**SupplyType**	Supply	

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6559 - Paints - Lappam patti - 3 In - nos	6.00	20.00	0.00	18.00	141.60
					Total Order Value . . .	**141.60**

Rupees : One Hundred Fourty One and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 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 Site use perpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Supplier:

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

03/12/2020

Name :

Contact ..

Accepted the above Terms And Conditions

For ***Ganesh Tube Traders***

Name :

Date : __/__/____

B

Requisition Form

Company Name:	MPPL	Date:	03.12.2020
Site & Phase :	HEAD OFFICE	Time:	10:30 PM
Supplier		Req. No.	16720
Material required before date:	Urgent	ID No.	62019

No	Description	Size	Quantity	Units	Inward No	Date
1	Birla Wall Care Putty	20 Kgs	01	No's		
2	Lappum Patti	3"	06	No's		
3						
4						
5						
6						
7						
8						
9						
10						

~~42671~~ 42673.

APPROVED
03 DEC 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : FOR 2ND and 3rd FLOOR finishing works near doors , windows, ventilors purpose

Prepared By	Meenakshi	Approved by	
Sign.& Date	03.12.2020	Sign. & Date	

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