

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		12/1/21		Prepared by:		NEHA																									
PO/WO no.		73077		PO / WO Date.		18/12/20																									
Supplier Name		Craneesh tube and		PO/WO amount		248																									
Firm/Company		M P L		Project		40																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	521	5/1/21		248																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						248																									
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN																											
1.			87306	☒ 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:						248																									
Amount E – PO / WO value:						248																									
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			15/1/21																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>M D</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>12/1/21</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:								Date	12/1/21						
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Sign:																															
Date	12/1/21																														

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/-



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

Page(s) 1 Of 1

18-12-2020 13:02:25

Ori



73077

16.12.20 11:34:54

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

5-1-373/11, old Ghasmandi, Ranigunj, Sec- 3.

GSTIN 36ADBPJ8881C1ZJ

66568587/ 66384751

9246330441.

9949248666

Doc No

73077

16761

Doc Date

18-12-2020

Quote No

Nil

Quote Date

18-12-2020

SupplyType

Supply

Kind Attn : Sandeep Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6561 - Paints - Lappam Patti - 6 In - nos	6.00	35.00	0.00	18.00	247.80
Total Order Value . . .					247.80
Rupees : Two Hundred Fourty Seven and Paise Eighty Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Working Day.**Delivery Location** Head Office

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

Phone. 040-66335551

Penalty 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 purpose.**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Contact : _____

Accepted the above Terms And Conditions

For **Ganesh Tube Traders**

Name : _____

Date : __/__/__

Requisition Form

Company Name:		MPPL		Date:		18.12.2020	
Site & Phase :		HEAD OFFICE		Time:		10:30 AM	
Supplier				Req. No.		16761	
Material required before date:		Urgent		ID No.		G2384	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Birla Wall Care Putty	20 Kgs	01	No's			
2	Lappum Patti	6"	06	No's			
3	Roff Stone tile Adhesive (Code – T03)	25 Kgs	02	No's			
4	Janata Paste	500 gms	02	No's			
5							
6							
7							
8							
9							
10							
Remarks : FOR 2ND and 3rd FLOOR lunch room and pantry granite and tiles fixing purpose							
Prepared By		Meenakshi		Approved by			
Sign. & Date		18.12.2020		Sign. & Date			

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

55-6000