PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/3/21	Prepared by:	NEHA
PO/WO no.	75215	PO / WO Date.	25/5/21
Supplier Name	Naveen Metal Udyog	PO/WO amount	26,054/–
Firm/Company	MCMET	Project	Manilal Modi Memorial Hospital
Sl. No.	Bill No.	Bill Date	Bill amount
1	313	27/2/21	26054/–
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			26,054/–

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			89537	□ 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:	26,054/–
Amount E – PO / WO value:	26,054/–
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	20/3/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts = receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	15/3/21	15/3					

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/-

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. MC MODI EDUCATIONAL TRUST
M.G. ROAD,
SECUNDERABAD

Phone ______ Fax ______

GST No. 36AAATM5488Q2Z0

Invoice No. : 313   Date : 27/02/21

P. O. No. & Date : 75215

D. C. No. :   Date :

Desp. Through : TS-10-UB-8387

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7208	Sheets	3 Nos.	@ 7360/- each	22,080=00
			SUB TOTAL	22080=00
				–
			SGST @ 9 %	1987=00
			CGST @ 9 %	1987=00
			IGST @	—
			G. TOTAL	26054=00

MODI PROPERTIES PVT. ... SECUNDERABAD
INWARD
No. 75253
Date: 1/3
Sign: [signature]

INWARD
Inward No: 10172   Dt: 01/3/21
MRN No: 89537   Dt: 02/3/21
Received By: Sign: [signature]
MC MODI EDUCATIONAL TRUST

BANK : **UNITED BANK OF INDIA** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512   IFSC Code : UTBioSEC813

Rupees Twenty Six thousand and fifty four only

1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

[signature]

Authorised Signatory

Purchase Order

 25-02-2021 12:06:17

75215
25.02.21 10:26:00

From Company : **MC Modi Educational Trust**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAATM5488Q2Z0

Supplier Details			
Naveen Metal Udyog	**Doc No**	75215	162089
4-5-155, Pan Bazar, Sec-bad-03.	**Doc Date**	25-02-2021	
	Quote No	Nil	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	08-01-2020	
66382026. 9246297667	**SupplyType**	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8087 - Steel - other - MS Sheet - NA - sft *8' x 4' x 4mm thick - 03 sheets*	96.00	230.00	0.00	18.00	26,054.40
					Total Order Value . . .	**26,054.40**

Rupees : Twenty Six Thousand Fifty Four and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand	Items shall be of 1st quality.
Payment Terms	Within 7days of delivery of all materials & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next day.
Delivery Location	Manilal Modi Memorial Hospital . Phone. .
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 civil work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***MC Modi Educational Trust***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Naveen Metal Udyog***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MCMET	Date:	24.02.2021
Site & Phase :	Manilal Modi Memorial Hospital	Time:	10:30AM
Supplier		Req. No.	162089
Material required before date: 26.02.2021		ID No.	64338

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Sheets	8'x4'	03			
2						
3						
4	75215					
5						
6						
7				APPROVED 26 FEB 2021		
8						
9						
10						

Remarks: Towards Civil work Purpose.

Prepared By	Pushpalatha	Approved by	T.Madhu
Sign.& Date	24.02.2021	Sign. & Date	24.02.2021

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