PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	18/4/21	Prepared by:	Mounika
PO/WO no.	75435	PO / WO Date.	9/3/21
Supplier Name	Gautham Enterprise	PO/WO amount	3,495/-
Firm/Company	Mehta & Modi Realty	Project Kowkur	GHT
Sl. No.	Bill No.	Bill Date	Bill amount
1	1632	16/4/21	3,495/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,495/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			90168	☑ 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:	3,495/-
Amount E – PO / WO value:	3,495/-
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	23/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Mounika	[illegible]					
Date	18/4	18/4					

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. **1632**	Dated **16-Mar-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Consignee (Ship to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, IInd Floor MG Road, Soham Mansion Secunerabad-500003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Buyer's Order No. **P.O.NO 75435 DT 9.3.21**	Dated **16-Mar-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Somesh TS 10 UB3123**	Destination
Buyer (Bill to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, IInd Floor MG Road, Soham Mansion Secunerabad-500003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**6 kg**	420.00	355.93	kg		**2,135.58**
2	**Nestea Lemon 1 Kg**	21012090	18 %	**3 nos**	325.00	275.42	nos		**826.26**
									2,961.84
	CGST Output - 9%					9	%		**266.56**
	SGST Output - 9%					9	%		**266.56**
	Rounded Off								**0.04**
	Total								**₹ 3,495.00**

INWARD
Inward No: 10927 Dt: 15/03/21
MRN No: 90168 Dt: 16/03/21
Received By: Sign: JOZ
MEHTA & MODI REALTY KOWKUR LLP
Time-19:54

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

INR Three Thousand Four Hundred Ninety Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	2,135.58	9%	192.20	9%	192.20	384.40
21012090	826.26	9%	74.36	9%	74.36	148.72
Total	**2,961.84**		**266.56**		**266.56**	**533.12**

Tax Amount (in words) : **INR Five Hundred Thirty Three and Twelve paise Only**

Company's Bank Details
Bank Name : **Union Bank of India**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & UBIN0802221**

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

MODI PROPERTIES SEC'BAD LTD
No. 75515
Date 18/3
Sign.

Purchase Order

 17-04-2021 15:02:12 Or

75435
04.03.21 12:26:58

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Gautam Enterprises	**Doc No**	75435	140482
7-2-625,Rashtrapathi Road, Secunderabad - 500003	**Doc Date**	09-03-2021	
	Quote No	Nil	
GSTIN -	**Quote Date**	09-03-2021	
27717725,66317725,66382615 9246535926	**SupplyType**	Supply	

Kind Attn : Mr. M. Sampath Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	4011 - Consumables - Coffee Powder - NA - kgs	6.00	420.00	0.00	0.00	2,520.00
2	4060 - Consumables - Tea Powder - NA - kgs	3.00	325.00	0.00	0.00	975.00
					Total Order Value . . .	**3,495.00**

Rupees : Three Thousand Four Hundred Ninty Five 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	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Gautam Enterprises***

Name : ____________

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp		Date:	08-03-2021
Site & Phase :	GHT		Time:	10:16
Supplier			Req. No.	140482
Material required before date:		10-03-2021	ID No.	64477

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee Powder	1 kg	06	No.s		
2	Tea powder	1 kg	03	No.s		
8						
9						
10						

Remarks: - For customers refreshment purpose.

Prepared By	N.Shravya	Approved by	A.Suresh
Sign.& Date	08-03-2021	Sign. & Date	08-03-2021

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

APPROVED
08 MAR 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE