PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21.4.21	Prepared by:	T Bhasker
PO/WO no.	76261	PO / WO Date.	8/4/21
Supplier Name	Grantha Enterp.	PO/WO amount	8400
Firm/Company	MRM LLP	Project	GMR
Sl. No.	Bill No.	Bill Date	Bill amount
1	78	15/4/21	8400
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8400

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			91238	☑ 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:	8400
Amount E – PO / WO value:	8400
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 be~~low)
Excess / short material received	~~□ Approved – within accep~~table 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	30/4/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	21.4.21						

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/-

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. **78**	Dated **15-Apr-21**
	Delivery Note	Mode/Terms of Payment
Consignee (Ship to) **Modi Realty Mallapur LLP** Secunderabad Ph:9502211799 Mr.Naveen Reddy GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Reference No. & Date.	Other References **Vechile No: TS10UB3122**
	Buyer's Order No **Po no: 76261 dt: 8/4/21**	Dated **15-Apr-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Mr.Shekar**	Destination
Buyer (Bill to) **Modi Realty Mallapur LLP** Secunderabad Ph:9502211799 Mr.Naveen Reddy GSTIN/UIN : 36ACQFS2044C1Z7 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 %	**20 kg**	420.00	355.93	kg		**7,118.60**
	CGST Output - 9%					9	%		**640.67**
	SGST Output - 9%					9	%		**640.67**
	Rounded Off								**0.06**
	Total			**20 kg**					**₹ 8,400.00**

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

INR Eight Thousand Four Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	7,118.60	9%	640.67	9%	640.67	1,281.34
Total	**7,118.60**		**640.67**		**640.67**	**1,281.34**

Tax Amount (in words) : **INR One Thousand Two Hundred Eighty One and Thirty Four paise Only**

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

for Gautham Enterprises

Authorised Signatory

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

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD
MODI REALTY MALLAPUR LLP
Ward No 4051 Dt. 16/4/21
MRN No. 91238 Dt.
Received By ... Sign.

INWARD 7664 2 18/4

GAUTHAM ENTERPRISES Begumpet, Secunderabad-16.

Purchase Order

 08-04-2021 16:17:14

76261
30.03.21 4:59:15

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details				
Gautham Enterprises		**Doc No**	76261	68898
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad		**Doc Date**	08-04-2021	
		Quote No	Nil	
GSTIN 36ADIPA9683N12W	NA	**Quote Date**	08-04-2021	
2776-3763 / 6633-8763	9848035963	**SupplyType**	Supply	

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4011 - Consumables - Coffee Powder - NA - kgs	20.00	420.00	0.00	0.00	8,400.00
					Total Order Value . . .	**8,400.00**

Rupees : Eight Thousand Four Hundred 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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, Admin 9502211011
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 purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

For *Modi Reality Mallapur LLP*

Authorised Signatory

Name : 09/04/2021

Contact : -

Accepted the above Terms And Conditions

For ***Gautham Enterprises***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	MODI REALTY MALLAPUR LLP	Date:	07-04-2021
Site & Phase :	GULMOHAR RESIDENCY	Time:	15:05
Supplier		Req. No.	68898
Material required before date:	10-04-2021	ID No.	65273

No	Description	Size	Quantity	Units	Inward No	Date
1.	COFFEE POWDER	STD	20	PKT		
2.						
3.						
4.						
5.						
6.	76261					
7.			APPROVED			
8.			0 9 APR 2021			
9.			MINISH PARIKH			
10.			MANAGER PROCUREMENT			

Remarks: FOR CUSTOMERS AND STAFF USING PURPOSE.

Prepared By	A.Sravani	Approved by	
Sign.& Date	07-04-2021	Sign. & Date	

Note:

APPROVED BY
0 7 APR 2021
M. RAM
PROJECT MANAGER