PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20-5-21	Prepared by:	BHAVANI
PO/WO no.	77038	PO / WO Date.	10-5-21
Supplier Name	Swastik Commercial Corporation	PO/WO amount	2350
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	110	10-5-21	2350
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2350

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.				☐ 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:	2350
Amount E – PO / WO value:	2350
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	25-5-21

Remarks: Incentive Rs - 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	20/5/21	26/5/21					

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)

Swastik Commercial Corporation 7-2-626(3561/3) R.P.ROAD SECUNDERABAD-500003 Ph.No:040-27705974 GSTIN/UIN: 36AEMPJ3074R1ZS State Name : Telangana, Code : 36 E-Mail : swastikcommercial999@gmail.com	Invoice No. **110/2021-22**	Dated **10-May-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
Buyer (Bill to) **Modi Properties Pvt Ltd** 5-4-187/3 & 4,IInd Floor M.G.Rd Secunderabad GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. **77038/182854**	Dated **10-May-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Amount
1	**Crompton 400mm 16" Hi Flow Wave Pedestan Fan**	8414	**1 NOS**	2,350.00	1,991.53	NOS	**1,991.53**
	CGST Output						**179.24**
	SGST Output						**179.24**
	Less : *Add Round Off*						**(-)0.01**
	Total		**1 NOS**				**₹ 2,350.00**

INWARD
Inward No: 19 Dt: 10/05/21
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SECBAD
INWARD 80449
11-5

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

INR Two Thousand Three Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	1,991.53	9%	179.24	9%	179.24	358.48
Total	**1,991.53**		**179.24**		**179.24**	**358.48**

Tax Amount (in words) : **INR Three Hundred Fifty Eight and Forty Eight paise Only**

Company's Bank Details
Bank Name : **Bank of Baroda**
A/c No. : **66520200000507**
Branch & IFS Code : **R.P.ROAD & BARB0DBRPRO**

Company's PAN : **AEMPJ3074R**

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

for Swastik Commercial Corporation

SWASTIK COMMERCIAL CORPORATION
Ph: 27705974
66382674

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1 10-05-2021 2:37:24 PM Original /

77038
06.05.21 4:35:38

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			
Swastik Commercial Corporation 3561/3, (7-2-626), R.P.Road, Secunderabad.	**Doc No**	77038	182854
	Doc Date	10-05-2021	
	Quote No	Nil	
GSTIN 36AEMPJ3074R1ZS 27707596	**Quote Date**	30-07-2020	
27705974 9848178680	**SupplyType**	Supply	

Kind Attn : Mohanlal

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4766 - Electrical - other - Pedestral Fan - others - nos	1.00	2,350.00	0.00	0.00	2,350.00
					Total Order Value . . .	**2,350.00**

Rupees : Two Thousand Three Hundred Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of 'CG' brand, High FloLG 16" model
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	1yr
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above orderfor HO use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

11/05/2021

Name : ______________

Accepted the above Terms And Conditions
For *Swastik Commercial Corporation*

Name : ______________

Date : __/__/____

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Requisition Form

Company Name:	Modi Properties Pvt. Ltd.	Date:	08.05.2021
Site & Phase :	Head Office	Time:	02:50 Pm
		Req. No.	182854
Material required before date:		ID No.	66013

No	Description	Size	Quantity	Units	Inward No	Date
01	Pedestal Fan		01	No's		
	77038					

Remarks : For Head Office Use

Prepared By	Jai Kumar	Approved by	
Date	08.05.2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 c3olumns.