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PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	02-7-21	Prepared by:	Arun
PO/WO no.	77850	PO / WO Date.	19-6-21
Supplier Name	Venkataramana Stationery & Bindings	PO/WO amount	5310/-
Firm/Company	Modi Properties Pvt Ltd	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	269	24-6-21	5310/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			5310/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			93153	☐ 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:	5310/-
Amount E – PO / WO value:	5310/-
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	05-7-21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	02/7/21	2/7/21					

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

Ph: 040 - 27842572
Cell: 9849360076

VENKATARAMANA STATIONERY AND BINDING WORKS

Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Modi Properties Pvt Ltd

GSTIN 36 AA BCM 4761 E1ZM

Order No 77850 | 177735 Date 19/6/2021

Delivery Challan No [redacted] Date

Bill No. 2021-22 269 Date 24/6/2021

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	A4, A3 Sheet Protector		900	5		4500			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

INWARD
Inward No 6758 Dt 25/6/21
GRN No: 9153 Dt 25/6/21
Received By: Sign: nilgam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.

Rupees..........

Total			
SUB Total		4500	
CGST		405	
SGST		405	
Grand Total		5310	5310 —

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.
RTGS / NEFT CODE COSB0000069 A/C No. 069100102707

For VENKATARAMANA STATIONERY AND BINDING WORKS

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 81773
Date 3/6
Sign

Signature

Purchase Order

 19-06-2021 3:28:47 PM

77850
19.06.21 11:30:41

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

Venkatramana Stationery & Binding works
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	77850	177735
Doc Date	19-06-2021	
Quote No	nil	
Quote Date	19-06-2021	
SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7571 - Stationery - other - Projects folder - NA - nos *A3-600, A4-300*	900.00	5.00	0.00	18.00	5,310.00
					Total Order Value . . .	**5,310.00**

Rupees : Five Thousand Three Hundred Ten Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
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	Nil
Measurment	Nil
Security	Nil
Remarks	.

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

21/06/2021

Name : ______________

Accepted the above Terms And Conditions
For *Venkatramana Stationery & Binding works*

Name : ______________

Date : __/__/____

Requisition "Form

Company Name:	Modi Properties Pvt Ltd	Date:	18.06.2020
Site & Phase :	May Flower Platinum	Time:	11.30
Supplier		Req.No.	177735
Material required before date:	20.06.2021	ID No.	66805

No	Description	Size	Quantity	Units	Inward No	Date
1	Drawing covers	A3	600	Nos		
2	Drawing covers	A4	300	Nos		
3	77850					
4						
5						
6						
7						
8						
9						
10						

Remarks: Towards Site use purpose

APPROVED
19 JUN 2021
MINISH P...
MANAGER PROCUREMENT

Prepared By	K .Sravani Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	18.06.2020	Sign. & Date	

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