PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/7/21	Prepared by:	BHAVANI
PO/WO no.	76933	PO / WO Date.	5/5/21
Supplier Name	Swastik Commercial Corporation	PO/WO amount	7050
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	243 / 2021-22	5/7/21	7050
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7050

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:				7050
Amount E – PO / WO value:				7050
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	12-7-21
Remarks:	Incentive RS - 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 10 JUL 2021 MINISH PARIKH				
Date	9/7/21						

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 *(DUPLICATE FOR TRANSPORTER)*

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

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

Invoice No. **243/2021-22**	Dated **5-Jul-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **76933 182833**	Dated **5-May-21**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr Shekappa**	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	**3 NOS**	2,350.01	1,991.53	NOS	**5,974.59**
	CGST Output						**537.71**
	SGST Output						**537.71**
	Less : ***Add Round Off***						**(-)0.01**
	Total		**3 NOS**				**₹ 7,050.00**

E & O.E

228/30/25

6304941302070

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 82652 Date: 8/7 Sign:

Amount Chargeable (in words)
INR Seven Thousand Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8414	5,974.59	9%	537.71	9%	537.71	1,075.42
Total	**5,974.59**		**537.71**		**537.71**	**1,075.42**

Tax Amount (in words) : **INR One Thousand Seventy Five and Forty Two 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

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

 07-05-2021 3:23:45 PM

76933
06.05.21 4:35:37

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**	76933	182833
	Doc Date	05-05-2021	
	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	3.00	2,350.00	0.00	0.00	7,050.00
					Total Order Value . . .	**7,050.00**

Rupees : Seven Thousand 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 accounts and cr dept purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

mail ✓

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : 10/05/2021

Accepted the above Terms And Conditions

For ***Swastik Commercial Corporation***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	04-05-2021
Site & Phase :	Head office	Time:	11:10
Supplier		Req. No.	182833
Material required before date:	Urgent	ID No.	65873

No	Description	Size	Quantity	Units	Inward No	Date
1	pedastal fans	std	03	Nos		
2	76933					
3						
4						
5						
6						
7						
8						
9						
10						

07 MAY 2021

Remarks .: towards accounts and CR area requires.

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	04-05-21	Sign. & Date	

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

2350