PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	24/07/2021	Prepared by:	MINISH
PO/WO no.	78336.	PO / WO Date.	05/07/2021
Supplier Name	Veerkatarama mana Stationery & Binding Works.	PO/WO amount	779/-
Firm/Company	Mehta & Modi Realty Kowkur LLP.	Project	GHT
Sl. No.	Bill No.	Bill Date	Bill amount
1	338.	10/07/2021	779/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			779/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			93825	☑ 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:	779/-
Amount E – PO / WO value:	779/-
Amount F – Difference (A – E): GST-18%	– NIL –
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	~~07~~ 30/07/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:			APPROVED 23 JUL 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date							

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 Mehta & Modi Realty Kompally (LLP)

GSTIN 36ABLFM7631F1Z3

Order No 78336 Date 10/7/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 838 Date 10/7/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Stapler Pin Remover		5	60		300			
2	Notts Board Pin Apin		1	30		30			
3	Punch Big		3	110		330			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20	11:43								

INWARD
Inward No: 11310 12/06/21
RN: 78336 12/6/21
Received By:

Rupees..

Total		660		
SUB Total				
CGST		59.40		
SGST		59.40		
Grand Total		778.80		778.80

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

Signature

SUMMIT SALES LLP
IN WARD
No: 82512
Date: 2/7/
Sign:
R.R. DIST.

Purchase Order

 05-07-2021 15:08:25

78336
06.07.21 4:40:58

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

Supplier Details			
Venkatramana Stationery & Binding works 1-5-85, General Bazar, Sec-Bad -500 003.	**Doc No**	78336	140658
	Doc Date	05-07-2021	
GSTIN 36AEJPP5811M1Z2	**Quote No**	Nil	
27842572 9849360076	**Quote Date**	05-07-2021	
	SupplyType	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7594 - Stationery - other - Stapler pin - other - boxes *Stapler in Removal*	5.00	60.00	0.00	18.00	354.00
2	7553 - Stationery - other - Notice Board Pins - NA - pkts *Alpins*	1.00	30.00	0.00	18.00	35.40
3	7573 - Stationery - other - Punch - other - nos *Big*	3.00	110.00	0.00	18.00	389.40
					Total Order Value . . .	**778.80**

Rupees : Seven Hundred Seventy Eight and Paise Eighty 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 Greenwood Heights
Sy no: 196, Kowkur.
Phone. 040-66335551

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 Stock maintanance purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks .

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Name : ____________

Contact . .

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

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	03-07-2021
Site & Phase :	GHT	Time:	15:48
Supplier		Req. No.	140658
Material required before date:	06-07-2021	ID No.	67258

No	Description	Size	Quantity	Units	Inward No	Date
1	Brown tapes 4" - 45 + 18	Big	2	No.s		
2	Thermacol sheets	4'X2'	10	Sheets		
3	Stapler pin removal 60 + 18	Std	05	Nos		
4	Alpins 30/- 18	Std	1	Boxs		
5	Stapler pins 5.50 + 18	small	05	Nos		
6	Stapler's 35 + 18	Small	05	Nos		
7	Whitener's 78331	Std	05	Nos		
8	Erasers 78336	std	05	Nos		
09	Hole punching machine 110 + 18	Big	03	Nos		
10	Stamp pads(blue) 32 + 18	Std	05			

Remarks: - For site office purpose

Prepared By	A Suresh	Approved by	
Sign.& Date	03-07-2021	Sign. & Date	

APPROVED
07 JUL 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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