PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14/8/21			Prepared by:	BHAVANI			
PO/WO no.	79137			PO / WO Date.	29/7/21			
Supplier Name	Venkataramana Stationery & Binding Works			PO/WO amount	4484			
Firm/Company	MPPL			Project	HO			
Sl. No.	Bill No.			Bill Date	Bill amount			
1	429			4/8/21	4484			
2								
3								
4								
Amount A – Bills total(Excluding Transport & Hamali Charges):					4484			
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:					4484			
Amount E – PO / WO value:					4484			
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		16/8/21						
Remarks:								
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	
Sign:	Bhavani		APPROVED 14 AUG 2021 MINISH PARIKH MANAGER PROCUREMENT					
Date	14/8/21							

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 36AABCM4761E1ZM

Order No 79137 Date 4/8/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 429 Date

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	lamination sheet A3		4	950		3800			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		3800			
				SUB Total					
				CGST		342			
				SGST		342			
				Grand Total		4484		4484	00

INWARD
Inward No: 250 Dt: 04/08/21
GRN No: Dt:
Accepted By: Sign:
MODI PROPERTIES

Rupees...

....

SUMMIT SALES
INWARD
No: 83161
Date: 7/8
Sign:
R.R. DIST.

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

Purchase Order

 29-07-2021 13:15:53 C

79137
26.07.21 11:55:23

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		**Doc No**	79137	183068
1-5-85, General Bazar, Sec-Bad -500 003.		**Doc Date**	29-07-2021	
		Quote No	Nil	
GSTIN 36AEJPP5811M1Z2		**Quote Date**	29-07-2021	
27842572	9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7540 - Stationery - other - Lamination Pouch - NA - nos *A3*	4.00	950.00	0.00	18.00	4,484.00
					Total Order Value . . .	**4,484.00**

Rupees : Four Thousand Four Hundred Eighty Four 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	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	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Head office purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***
Authorised Signatory

Name : 30/07/2021

Contact ..

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

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	MPPL	Date:	29-07-2021
Site & Phase :	HO	Time:	10:00AM
Supplier		Req. No.	183068
Material required before date:		ID No.	67949

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Lamination Pouch 79137	A3	4	Nos		
2	L Angle Folder		5	Nos		
3	Ink Bottle(BK 774)Epson M205 79136		2	Nos		
4	Mouse		1	Nos		

Remarks:For HO Purpose

Prepared By	Bhavani		
Sign.& Date	29-07-2021	Sign. & Date	APPROVED 30 JUL 2021

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