PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	01/9/21	Prepared by:	BHAVANI
PO/WO no.	77744	PO / WO Date.	17/6/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	1,888
Firm/Company	MPPL	Project	Green Towers
Sl. No.	Bill No.	Bill Date	Bill amount
1	41	26/6/21	1,888
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1888

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:	1888
Amount E – PO / WO value:	1888
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	6/9/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bhavani		APPROVED 03 SEP 2021 MINISH PARIKH MANAGER PROCUREMENT				
Date	1/9/21						

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

SRI BALAJI ENTERPRISES # 14-1-418, NEAR ROCKET GROUND NEW AGHAPURA HYDERABAD 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana	Invoice No. **41** Date **26-06-2021** Place of Supply **36-Telangana** PO number **77744** Vehicle Number **TS10UA-1043**
Bill To **MODI PROPERTIES PVT LTD** 5-4-187/3&4, 2 nd Floor, MG Road, Secunderabad - 03 Contact No.: 9502277299 GSTIN Number: 36AABCM4761E1ZM State: 36-Telangana	Ship To GREENS TOWER BEGUMPET

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	SILICON GEL TUBE		10	NOS	₹ 160.00	₹ 288.00 (18.0%)	₹ 1,888.00
	Total		**10**			**₹ 288.00**	**₹ 1,888.00**

Invoice Amount In Words

One Thousand Eight Hundred and Eighty Eight Rupees only

Amounts:

Sub Total	₹ 1,888.00
Total	**₹ 1,888.00**
Received	₹ 0.00
Balance	₹ 1,888.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 1,600.00	9.0%	₹ 144.00	9.0%	₹ 144.00	₹ 288.00
Total	**₹ 1,600.00**		**₹ 144.00**		**₹ 144.00**	**₹ 288.00**

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder's Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

Authorized Signatory

Terms and conditions:

Thanks for doing business with us!

SUMMIT SALES LLP
INWARD
No: 84069
Date: 3/9
Sign:
R.R. DIST.

Purchase Order

 17-06-2021 4:38:28 PM

77744
15.06.21 11:03:11

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			
Sri Balaji Enterprises H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc No**	77744	182909
	Doc Date	17-06-2021	
GSTIN 36AEIPJ0494H1ZF	**Quote No**	Nil	
	Quote Date	17-06-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	3130 - Chemicals - Silicon Gel Tube - NA - pkts	10.00	160.00	0.00	18.00	1,888.00
					Total Order Value . . .	**1,888.00**

Rupees : One Thousand Eight Hundred Eighty Eight 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	Same Day
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 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 green towers purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions
For *Sri Balaji Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	15/06/2021
Site & Phase :	Greens Towers	Time:	08:45AM
Supplier		Req. No.	182909
Material required before date:	Urgent	ID No.	66714

No	Description	Size	Quantity	Units	Inward No	Date
1	Cement bags	50 kgs	10	No.s		
2	Silicon	Std	10	No.s	✓	
3						
4	77744					
5						
6						
7						
8						
9						
10						

APPROVED
17 JUN 2021
MINISH PARIKH
MANAGER PROCUREMENT

Remarks. Towards parking tiles laying and grouting work purpose

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	15/06/2021	Sign. & Date	

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