6

# PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 5/10/2021 | Prepared by: | N. Shraya |
| PO/WO no. | 80563 | PO / WO Date. | 18/09/2021 (11/9/21) |
| Supplier Name | Sri Balaji enterprises | PO/WO amount | 7200/- |
| Firm/Company | Modi properties pvt. Ltd | Project | Head office |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 95 | 18/9/21 | 7200/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 7200/- |

| 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: | 7200/- |
| Amount E – PO / WO value: | 7200/- |
| 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 | 11/10/2021 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: [signature] | [signature] | [signature] | | | | | |
| Date 5/10/21 | | | | | | | |

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.<br>**95** | Date<br>**18-09-2021** |
| *Place of supply*<br>**36-Telangana** | *PO date*<br>**11-09-2021** |
| PO number<br>**80563** | Vehicle Number<br>**TS13ED-3488** |

Ship To
Head office

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

| # | Item name | HSN/ SAC | Quantity | Unit | Price/ Unit | GST | Amount |
|---|---|---|---|---|---|---|---|
| 1 | Relam Fevical (450gm)pl | 3506 | 20 | NOS | ₹ 305.08 | ₹ 1,098.29 (18%) | ₹ 7,199.89 |
| | **Total** | | **20** | | | **₹ 1,098.29** | **₹ 7,199.89** |

Invoice Amount In Words
**Seven Thousand Two Hundred Rupees only**

**Amounts:**

| | |
|---|---|
| Sub Total | ₹ 7,199.89 |
| Round off | ₹ 0.11 |
| **Total** | **₹ 7,200.00** |
| Received | ₹ 0.00 |
| Balance | ₹ 7,200.00 |

| HSN/ SAC | Taxable amount | CGST | | SGST | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| 3506 | ₹ 6,101.60 | 9% | ₹ 549.14 | 9% | ₹ 549.14 | ₹ 1,098.29 |
| **Total** | **₹ 6,101.60** | | **₹ 549.14** | | **₹ 549.14** | **₹ 1,098.29** |

**Terms and conditions:**
Thanks for doing business with us!

**Company's Bank details:**
Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY
Bank Account No.: 4312001151
Bank IFSC code: KKBK0000553
Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD
Inward No: 388 Dt: 18/9/21
MRN No: Dt:
Received By: Jamesir Sign:
MODI PROPERTIES

SUMMIT SALES LLP R.R. DIST.
INWARD No: 84947
Date: 28/9
Sign:

# Purchase Order

80563
08.09.21 4:57:38

 11-09-2021 16:06:15

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<br>H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001<br><br>**GSTIN** 36AEIPJ0494H1ZF<br>9030605690 | **Doc No** | 80563 | 183169 |
| | **Doc Date** | 11-09-2021 | |
| | **Quote No** | Nil | |
| | **Quote Date** | 11-09-2021 | |
| | **SupplyType** | Supply | |

**Kind Attn : Mr.Seetaram Joshi**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 2098 - Carpentry - hardware - Fevicol - other - kgs<br>*Each bottles 400ml* | 20.00 | 305.08 | 0.00 | 18.00 | 7,199.89 |
| | | | | | **Total Order Value . . .** | **7,199.89** |

Rupees : Seven Thousand One Hundred Ninty Nine and Paise Eighty Nine Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification /** | All items shall be of good quality, Hardware is of Dorset, Doors are mango woodframes with masonite skin two sides, haddwood filling inside Rs. 120+185 per sft. |
| **Payment Terms** | After delivery and production of bills |
| **Tax** | Inclusive of all GST taxes |
| **Delivery Date** | with in 5 days. |
| **Delivery Location** | Head Office<br>5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003<br>Phone. 040-66335551 |
| **Penality For Delay** | Nil |
| **Transportation** | Extra. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for 3rd floor table laminate work purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

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

Authorised Signatory

Name : 14/09/2021

Contact : -

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

1163

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MPPL | Date: | 9-09-2021 |
| Site & Phase : | HO | Time: | 15:45PM |
| Supplier | | Req. No. | 183169 |
| Material required before date: | Urgent | ID No. | 69256 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Fevicol relam 360 + binding | std | 20 | Nos | | |
| 2 | | | | | | |
| 3 | 305 + 181/- | | | | | |
| 4 | | | | | | |
| 5 | 80563 | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks .: towards 3rd floor table laminate work purpose.

| | | | |
|---|---|---|---|
| Prepared By | Meenakshi. N | Approved by | |
| Sign.& Date | 09-09-2021 | Sign. & Date | |

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

APPROVED
11 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE