PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/10/21	Prepared by:	Sneha
PO/WO no.	80192	PO / WO Date.	1/9/21
Supplier Name	Venkatramana stationery & Binding works	PO/WO amount	7,080/-
Firm/Company	Modi properties pvt ltd	Project	41.0
Sl. No.	Bill No.	Bill Date	Bill amount
1	519	1/9/21	7080/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7080/-

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:	7080/-
Amount E – PO / WO value:	7080/-
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	11/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	8/10/21	8/10/21					

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

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

Order No 80192 Date 1/9/21

Delivery Challan No [redacted] Date

Bill No. 2021-22 519 Date 1/9/21

To M/S Modi Properties Pvt LTD

GSTIN 36AABCM4761E1ZM.

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Lamination A3		4	950		3800			
2	" A4		2	500		1000			
3	Letter folder A4 Legal		120	10		1200			
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total			6000		
				SUB Total					
				CGST			540		
				SGST			540	708	
				Grand Total			7080		

INWARD
Inward No: 337 Date: 1/9/21
MRN No: Dt:
Received By: Sign
MODI PROPERTIES

SUMMIT SALES LLP
IN WARD
No: 84082
Date: 3/9
Sign:
R.R. DIST.

Rupees.......................................

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

 05-10-2021 13:19:09

Purchase Order

80192
27.08.21 3:50:46

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
1-5-85, General Bazar, Sec-Bad -500 003.

GSTIN 36AEJPP5811M1Z2
27842572 9849360076

Doc No	80192	183157
Doc Date	01-09-2021	
Quote No	Nil	
Quote Date	01-09-2021	
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
2	7540 - Stationery - other - Lamination Pouch - NA - nos *A4*	2.00	500.00	0.00	18.00	1,180.00
3	7538 - Stationery - other - L - File Folders - NA - nos *Legal size paper - A4*	120.00	10.00	0.00	18.00	1,416.00
	Rupees : Seven Thousand Eighty Only.				**Total Order Value . . .**	**7,080.00**

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 : ____________

Contact - -

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

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	Modi Properties Pvt Ltd		
Site & Phase :	HO	Date:	01-09-2021
Supplier		Time:	12:00PM
Material required before date:		Req. No.	183157
		ID No.	68930

S. No	Description	Size	Quantity	Units	Inward No	Date
1	Lamination Poouch	A3	4	Nos		
2	Lamination Poouch 80192	A4	2	Nos		
3	Legal Size Paper	A4	6	Pkts		

Remarks:For HO Purpose

Prepared By	Bhavani		
Sign.& Date	01-09-2021	Sign. & Date	

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

APPROVED
01 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED
31 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE