

PURCHASE DIVISION
Advice for approval for credit to supplier

(8) MVR

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		Mode 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	MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	Sneha						
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: venkataramana.bindingworks@gmail.com

To M/s Modi Properties Pvt Ltd

Order No 80/92

Date 11/9/21

Delivery Challan No

Date

Bill No. 2021-22

519

Date 11/9/21

SI No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Camcorder A3		4	950		3800			
2	" " A4		2	500		1000			
3	Legal paper A4		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	
						Grand Total		7080	708

Rupees

Receiver's Signature & Seal

GSTIN: 36AEJPP5811M1Z2

Terms & Conditions

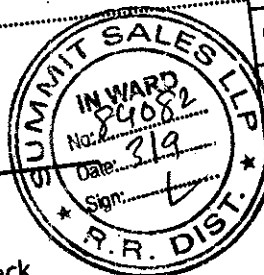
Goods once sold will not be taken back

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

Signature

Purchase Order

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05-10-2021 13:19:09



80192

27.08.21 3:50:46

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, II nd 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.

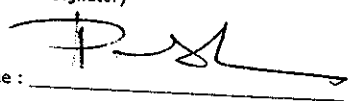
Item Name	Qty	Rate	Dis%	GST	Amount
1 7540 - Stationery - other - Lamination Pouch - NA - nos A3	4.00	950.00	0.00	18.00	4,484.00
2 7540 - Stationery - other - Lamination Pouch - NA - nos A4	2.00	500.00	0.00	18.00	1,180.00
3 7538 - Stationery - other - L - File Folders - NA - nos Legal size paper - A4	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
Penalty 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		Date:		01-09-2021	
Site & Phase :		HO		Time:		12:00PM	
Supplier				Req. No.		183157	
Material required before date:				ID No.		68930	
S. No	Description	Size	Quantity	Units	Inward No	Date	
1	Lamination Poouch	A3	4	Nos			
2	Lamination Poouch	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