PURCHASE DIVISION
Advice for approval for credit to supplier

(B) (R)

Date:	5/10/2021	Prepared by:	N. Shravya
PO/WO no.	79937	PO / WO Date.	13/8/2021
Supplier Name	Sri Balaji Enterprises	PO/WO amount	15,222/-
Firm/Company	Modi properties Pvt. Ltd.	Project	Head office
Sl. No.	Bill No.	Bill Date	Bill amount
1	78	31/8/2021	15,222/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,222/-

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:				15,222
Amount E – PO / WO value:				15,222/-
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:	Shravya	[signature]					
Date	5/10/2021	[signature]					

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. **78** Date **31-08-2021** Place of supply **36-Telangana** PO date **13-08-2021** PO number **79937** Vehicle Number **TS10UA-0143**
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 5-4-187/3&4, 2 nd Floor, MG Road, Secunderabad - 03

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	LAMINATE GREEN (1MM) 8X4(5384-ARA)		8X4	6	NOS	₹ 2,150.00	₹ 2,322.00 (18%)	₹ 15,222.00
	Total			**6**			**₹ 2,322.00**	**₹ 15,222.00**

Invoice Amount In Words

Fifteen Thousand Two Hundred Twenty Two Rupees only

Amounts:

Sub Total	₹ 15,222.00
Total	**₹ 15,222.00**
Received	₹ 0.00
Balance	₹ 15,222.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 12,900.00	9%	₹ 1,161.00	9%	₹ 1,161.00	₹ 2,322.00
Total	**₹ 12,900.00**		**₹ 1,161.00**		**₹ 1,161.00**	**₹ 2,322.00**

Terms and conditions:

Thanks for doing business with us!

INWARD
Inward No: 342 Dt: 02/09/2
MRN No: Dt:
Received By: Sumanth Sign:
MODI PROPERTIES

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

02/09/21.

SUMMIT SALES LLP R.R. DIST.
INWARD No. 84081
Date 3/9
Sign

Purchase Order

79937
13.08.21 2:26:18

 24-Aug-21 1:11:04 PM

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	**Doc No**	79937	183137
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	13-08-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	13-08-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2183 - Carpentry - other - Laminated sheet - other - nos *5384 ARA (LIDO PINE)*	6.00	2,150.00	0.00	18.00	15,222.00
					Total Order Value . . .	**15,222.00**

Rupees : Fifteen Thousand Two Hundred Twenty Two Only.

Terms and Conditions :-

Specification / Brand	Brand will be Green lam
Payment Terms	After delivery and production of bills
Tax	Inclusive of all GST taxes
Delivery Date	with in 5 days.
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 Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for meeting room furniture, 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 : __/__/____

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Requisition Form

Company Name:	MPPL	Date:	20-08-2021
Site & Phase :	Head office	Time:	09.30am
Supplier		Req. No.	183137
Material required before date:	Urgent	ID No.	68689 68690

No	Description	Size	Quantity	Units	Inward No	Date
1	Green lam laminate (5384ARA Lido pine)	8'x4'	06	nos		
2						
3	19937					
4						
5						
6						
7						
8						
9						
10						

Remarks : Towards training room furniture laminating purpose.

Prepared By	Meenakshi.N	Approved by	
Sign.& Date	20-08-2021	Sign. & Date	

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

APPROVED
24 AUG 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE