PURCHASE DIVISION
Advice for approval for credit to supplier

(C) (M)

Date:	8/12/2021	Prepared by:	Sai kiran
PO/WO no.	82749	PO / WO Date.	20/11/21
Supplier Name	Sri balaji enterprises	PO/WO amount	10,118.50
Firm/Company	modi properties PVT LTD	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	136	23/11/2021	10,118.50
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			10,118.50

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	590
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	10,708.50
Amount E – PO / WO value:	10,118.50
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	13/12/21
Remarks:	final bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai kiran	[signature]					
Date	8/12/21	8/12					

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 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. ...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. **136**	Date **23-11-2021**
	Place of Supply **36-Telangana**	PO number **82749**
	Vehicle Number **AP13Y.-1066**	
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 May Flower Platinum Head office Sy 82/1 Mallapur Nacharam (R.R.DST) Pin cod -500076	

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	LAMINATE GREEN (1MM) 8X4(5383 SUD SATURNO		8x4	5	NOS	₹ 1,715.00	₹ 1,543.50 (18.0%)	₹ 10,118.50
2	CARTAGE			1	-	₹ 500.00	₹ 90.00 (18.0%)	₹ 590.00
	Total			**6**			**₹ 1,633.50**	**₹ 10,708.50**

Invoice Amount In Words

Ten Thousand Seven Hundred and Nine Rupees only

Amounts:

Sub Total	₹ 10,708.50
Round off	₹ 0.50
Total	**₹ 10,709.00**
Received	₹ 0.00
Balance	₹ 10,709.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 9,075.00	9.0%	₹ 816.75	9.0%	₹ 816.75	₹ 1,633.50
Total	**₹ 9,075.00**		**₹ 816.75**		**₹ 816.75**	**₹ 1,633.50**

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

INWARD
Inward No: 589 Dt: 23/11/21
MRN No: Dt:
Received By: Sign:
Sarem
MODI PROPERTIES

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

Terms and conditions:

Thanks for doing business with us!

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 87229
Date: 24.11.21
Sign:

24/11

Purchase Order

82749
12.11.21 5:08:07

 20-11-2021 12:21:20 PM Origina

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

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	82749	183285
Doc Date	20-11-2021	
Quote No	Nil	
Quote Date	29-10-2021	
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 *5383 Chelsea Chestnut Anthracite*	5.00	1,715.00	0.00	18.00	10,118.50
		Total Order Value . . .			**10,118.50**

Rupees : Ten Thousand One Hundred Eighteen and Paise Fifty Only.

Terms and Conditions :-

Specification /	Laminate will be Green lam
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	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for MD Cabin 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 : __/__/____

74

Requisition Form

Company Name:	MPPL	Date:	16-11-21
Site & Phase:	HO	Time:	10:00
Supplier		Req. No.	183285
Material required before date:	ASAP	ID No.	71242

No	Description	Size	Quantity	Units	Inward No	Date
1	LAMINATE (5383 SUD – CHELSEA CHESTNUT ANTHRACITE)	STD	5	NOS		
2	82749					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

Remarks – This Materials is required for MD's cabin & Aruna mam cabin storage purposes.

Prepared By	Sarwar	Approved by	APPROVED BY
Sign. & Date	16-11-21	Sign. & Date	18 NOV 2021
			SOHAM MODI MANAGING DIRECTOR

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

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

Sri Balaji

MEMO

DATE & FROM:	TO & REMARKS. To , MD Sir
15-11-21	
Sarwar.	Sub - Requirement of laminate
	Soham Sir we have require 5 nos
	laminate Sheet for new 3 nos
	Storage purpose.
	Can we send requisition for
	this material.
	please Suggest.
	APPROVED BY
	15 NOV 2021
	SOHAM MODI
15-11-21	MANAGING DIRECTOR