

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

② ③

|               |                         |               |             |
|---------------|-------------------------|---------------|-------------|
| Date:         | 8/12/2021               | Prepared by:  | Saj kiran   |
| PO/WO no.     | 82663                   | PO / WO Date. | 16/11/2021  |
| Supplier Name | Ganji Venkannah & Sons  | PO/WO amount  | 2,291       |
| Firm/Company  | modi properties Pvt Ltd | Project       | MFP         |
| Sl. No.       | Bill No.                | Bill Date     | Bill amount |
| 1             | 4111                    | 19/11/2021    | 2,293       |
| 2             |                         |               |             |
| 3             |                         |               |             |
| 4             |                         |               |             |

Amount A – Bills total(Excluding Transport & Hamali Charges):

|         |        |          |         |                                                                     |
|---------|--------|----------|---------|---------------------------------------------------------------------|
| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN                                                      |
| 1.      |        |          | 99469   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |
| 3.      |        |          |         | <input type="checkbox"/> Yes <input type="checkbox"/> No            |

Amount B –Other Credits :Transportation charges

Amount C –Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

Amount E – PO / WO value:

Amount F – Difference (A – E): GST-18%

|                                               |                                                                                                                                                                           |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity received as per PO /WO               | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Other (explained below) |
| Is difference between PO / Bill acceptable?   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (explained below)                                                                                     |
| Excess / short material received              | <input checked="" type="checkbox"/> Approved – within acceptable limits <input type="checkbox"/> No (explained below)                                                     |
| Close PO / W?O                                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> No (explained below)                             |
| Advance paid / PDC given (deduct when paying) | <input type="checkbox"/> Yes – Rs. /- <input checked="" type="checkbox"/> No                                                                                              |
| Payment – due date                            | 13/12/2021                                                                                                                                                                |

Remarks:

final bill –

|             |                  |                  |                     |     |                             |            |                  |
|-------------|------------------|------------------|---------------------|-----|-----------------------------|------------|------------------|
| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
| Sign:       |                  |                  |                     |     |                             |            |                  |
| Date        | 8/12/2021        | 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 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/-

(ORIGINAL FOR RECIPIENT)



Other References

Destination

### Terms of Delivery

[illegible]

E. & O.E.

| HSN/SAC      | Taxable Value   | Central Tax |               | State Tax |               | Total Tax Amount |
|--------------|-----------------|-------------|---------------|-----------|---------------|------------------|
|              |                 | Rate        | Amount        | Rate      | Amount        |                  |
| 32089090     | 940.85          | 9%          | 84.68         | 9%        | 84.68         | 169.36           |
| 32089022     | 642.05          | 9%          | 57.78         | 9%        | 57.78         | 115.56           |
| 38140010     | 360.17          | 9%          | 32.42         | 9%        | 32.42         | 64.84            |
| <b>Total</b> | <b>1,943.07</b> |             | <b>174.88</b> |           | <b>174.88</b> | <b>349.76</b>    |

Tax Amount (in words) : **INR Three Hundred Forty Nine and Seventy Six paise Only**

for GANJI VENKANNAH &amp; SONS

Authorised Signatory

**Purchase Order**

82663

12.11.21 5:07:44

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**

Ganji Venkannah & sons (Asian Paints)  
 #5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

**GSTIN** 36AABFG9288K1ZT  
 27710339,27719935,277807357

040-40146505

|                   |            |        |
|-------------------|------------|--------|
| <b>Doc No</b>     | 82663      | 178163 |
| <b>Doc Date</b>   | 16-11-2021 |        |
| <b>Quote No</b>   | Nil        |        |
| <b>Quote Date</b> | 16-11-2021 |        |
| <b>SupplyType</b> | Supply     |        |

**Kind Attn : Mr.Ganji Ashok**

Purchase Order for the Supply of following Items.

| Item Name                                                     | Qty  | Rate   | Dis% | GST   | Amount          |
|---------------------------------------------------------------|------|--------|------|-------|-----------------|
| 1 6527 - Paints - Enamel - 4ltrs - buckets<br>Post Office Red | 1.00 | 940.68 | 0.00 | 18.00 | 1,110.00        |
| 2 6566 - Paints - Metal primer(red oxide) - 4ltrs - buckets   | 1.00 | 641.53 | 0.00 | 18.00 | 757.01          |
| 3 6596 - Paints - Turpentine Oil - NA - ltrs                  | 5.00 | 72.03  | 0.00 | 18.00 | 424.98          |
| <b>Total Order Value . . .</b>                                |      |        |      |       | <b>2,291.98</b> |

Rupees : Two Thousand Two Hundred Ninty One and Paise Ninty Eight Only.

**Terms and Conditions :-**

|                          |                                                                                                                                                              |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Specification /</b>   | All items shall be of 1st quality.                                                                                                                           |
| <b>Payment Terms</b>     | After Delivery & Production of bill                                                                                                                          |
| <b>Tax</b>               | All taxes included in above price.                                                                                                                           |
| <b>Delivery Date</b>     | Next day.                                                                                                                                                    |
| <b>Delivery Location</b> | May Flower Platinum<br>Sy 82/1, Mallapur, Nacharam.<br>Phone. 7680971999                                                                                     |
| <b>Penalty For Delay</b> | Nil                                                                                                                                                          |
| <b>Transportation</b>    | Transport cost shall be borne by us.                                                                                                                         |
| <b>Warranty</b>          | Nil                                                                                                                                                          |
| <b>Advance Paid</b>      | Nil                                                                                                                                                          |
| <b>Other Terms</b>       | We reserve the right to reject items not conforming to quality and specifications. Above order for Labour Quarters and Tiles store area fire safety purpose. |
| <b>Completion Date</b>   | Nil                                                                                                                                                          |
| <b>Measurment</b>        | Nil                                                                                                                                                          |
| <b>Security</b>          | Nil                                                                                                                                                          |
| <b>Remarks</b>           |                                                                                                                                                              |

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**Name : 

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

# Requisition Form

1460

| Company Name:                                                         |                                                 | Modi Properties Pvt Ltd |          | Date:        |            | 12-11-2021      |  |
|-----------------------------------------------------------------------|-------------------------------------------------|-------------------------|----------|--------------|------------|-----------------|--|
| Site & Phase :                                                        |                                                 | May Flower Platinum     |          | Time:        |            | 15.25           |  |
| S. No.                                                                |                                                 |                         |          | Req.No.      |            | 178163          |  |
| Material required before date:                                        |                                                 | 16-11-2021              |          | ID No.       |            | 71143           |  |
| No                                                                    | Description                                     | Size                    | Quantity | Units        | Inward No  | Date            |  |
| 1                                                                     | MS Pipe – B Class- Jindal or Tata- 6 mtr length | 25 mm                   | 30       | Nos          | 8.11.57.13 | 13 Nov          |  |
| 2                                                                     | Asian Paint PO Red                              |                         | 4        | ltrs         |            |                 |  |
| 3                                                                     | Asian Red Oxide paint                           |                         | 4        | ltrs         |            |                 |  |
| 4                                                                     | Turpentine oil                                  |                         | 5        | ltrs         |            |                 |  |
| 5                                                                     |                                                 |                         |          |              |            |                 |  |
| 6                                                                     |                                                 |                         |          |              |            |                 |  |
| 7                                                                     |                                                 |                         |          |              |            |                 |  |
| 8                                                                     |                                                 |                         |          |              |            |                 |  |
| 9                                                                     |                                                 |                         |          |              |            |                 |  |
| 10                                                                    |                                                 |                         |          |              |            |                 |  |
| Remarks: For labour qrts and tiles store area fire safety use purpose |                                                 |                         |          |              |            |                 |  |
| Prepared By                                                           |                                                 | K.Narender Reddy        |          | Approved by  |            | S.V.Subba Reddy |  |
| Sign.& Date                                                           |                                                 | 12-11.2021              |          | Sign. & Date |            |                 |  |

Note:

