PURCHASE DIVISION
Advice for approval for credit to supplier

E M

Date:	8/12/2021	Prepared by:	Saikiran
PO/WO no.	82292	PO / WO Date.	02/11/2021
Supplier Name	Sree Sairil Enterprises	PO/WO amount	1239.00
Firm/Company	Modi properties PVT LTD	Project	MPL
Sl. No.	Bill No.	Bill Date	Bill amount
1	759	17/11/21	1239
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1239

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			99463	☑ 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:				1239
Amount E – PO / WO value:				1239
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	13/12/2021
Remarks:	– final bill –

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sai ki	[signature]					
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/-

CREDIT / TAX INVOICE

SREE SUNIL ENTERPRISES

DEALERS :
BOLTS, NUTS, SCREWS, WASHERS
MANUFACTURERS :
ANCHOR FASTNERS, HITECH RODS,
UNIVERSAL CLAMPS & A.C. CHANNELS
ANCHOR BOLTS FOR ANY LOAD ANY TYPE OUR SPECIALITY

5-5-201/E, B.S. Complex, Ranigunj, Secunderabad - 500 003.
Ph : 040-42610717, Cell : 93970 44443, 9550555703

No. 759
Date 17/11/21

M/s. Modi properties pvt ltd
Secbad

Date ______ PO 82292/178/32 Date ______

Party's GST No. 36AABCM4761E1ZM Phone ______

HSN Code	PARTICULARS	Quantity	Unit Price	Amount Rs.	Ps.
7318	8m x 50 W/s →	15 pkts	70/-	1050	0

INWARD
Inward No: 8022 Dt: 20/11/21
MRN No: 99463 Dt: 22/11/21
Received By: Sign: NBcm
MODI PROPERTIES PVT. LTD.

SUMMIT SALES LLP R.R. DIST
INWARD No: 877.35 Date: 4/12 Sign:

TOTAL	1050	0
SGST @ 9%	94	50
CGST @ 9%	94	50
IGST @ 18%		
P & F		
GRAND TOTAL	1239	0

BANK DETAILS :
AXIS BANK LTD.
SECUNDERABAD, HYDERABAD
A/c. No. 911020047596936, IFSC Code : UTIB0000068

GST No. : 36AAKPY9012E1ZG **State Code : 36**

For **SREE SUNIL ENTERPRISES**

Authorised Signatory

1. Payment within ______ days, otherwise Interest @ 30% p.a. will be charged extra.
2. Our responsibility ceases on delivery of goods to carriers.
3. Subject to Secunderabad Jurisdiction Only.

Purchase Order

 02-11-2021 10:48:11 Original /

82292
30.10.21 11:22:28

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			
Sree Sunil Enterprises	**Doc No**	82292	178132
5-5-201/E, B.S.Complex,Ranigunj,Secunderabad-500003	**Doc Date**	02-11-2021	
	Quote No	NIL	
GSTIN 36AAKPY9012E1ZG	**Quote Date**	27-09-2021	
9550555703	**SupplyType**	Supply	

Kind Attn : Mr Sunil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2281 - Carpentry - hardware - Wooden Screws - Others - Pkts *50 x 8mm Shaved Head (Sharpex)*	15.00	70.00	0.00	18.00	1,239.00
				Total Order Value . . .		**1,239.00**

Rupees : One Thousand Two Hundred Thirty Nine Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	On delivery and installation
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above material for site use purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Sree Sunil Enterprises***

Name : ____________________

Date : __/__/____

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Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	01.11.2021
Site & Phase :	May Flower Platinum	Time:	16;40
Supplier		Req.No.	178132
Material required before date:	04.11.2021	ID No.	70840

No	Description	Size	Quantity	Units	Inward No	Date
1	Bision boards [cement partical] 82287	6'x4'	30	Nos		
2	Wooden screw 82292	2''	15	Packet		
3	Pvc Plug	2''	15	Packet		
4						
5						
6						
7						
8						
9						
10						

Remarks: for site use purpose

Prepared By	K.Sravani Reddy	Approved by	S.V.Subba Reddy
Sign.& Date	01.11.2021	Sign. & Date	APPROVED 01 NOV 2021 P. PRABHAKAR Sr. MANAGER PURCHASE

Note: