

PURCHASE DIVISION
Advise for approval for credit to supplier

Date: 14/12/21		Prepared by: Snehg	
PO/WO no. 82644		PO / WO Date: 16/11/21	
Supplier Name: Shiv shakti machine tools hardware & electrical		PO/WO amount: 1,475/-	
Firm/Company: mehta & modi Realty Karku		Project: GHT	
Sl. No.	Bill No.	Bill Date	Bill amount
1	2021-22/3761/SS	20/11/21	1,475/-
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			1,475/-
Sl. No.	DC No	DC. Date	MRN No.
1.			99640
2.			
3.			
Amount B - Other Credits : Transportation charges			-
Amount C - Other Debits :			-
Amount D (D=A+B-C) - Amount to be credited to the supplier:			1,475/-
Amount E - PO / WO value:			1,475/-
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		20/12/21	
Remarks:			
Approved by	Purchase Officer	Purchase Manager	MD
Sign:	Snehg	14 DEC 2021	
Date	14/12/21	MINISH PARIKH	

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/-

Purchase Order

Page(s) 1 Of 1

16-11-2021 12:11:26 PM



12.11.21 5:07:43

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details

Shiv Shakti Machine Tools Hardware & Electricals
2-3-7, MG Road, Beside ICICI Bank, Secunderabad-03,(T,S)

GSTIN 36ADQFS9120G1ZQ
8121002491

8374457644

Doc No	82644	140870
Doc Date	16-11-2021	
Quote No	Nil	
Quote Date	12-11-2021	
SupplyType	Supply	

Kind Attn : Mr.Shivang Gupta

Purchase Order for the Supply of following Items:

Item Name	Qty	Rate	Dis%	GST	Amount
1 9550 - Tools - Machine Blade - other - nos rod cutting blade 4"	50.00	25.00	0.00	18.00	1,475.00
Total Order Value . . .					1,475.00

Rupees : One Thousand Four Hundred Seventy Five Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of the Bill

Tax Included in the above price

Delivery Date Next Day.

Delivery Location Greenwood Heights

Sy no: 196, Kowkur.

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 the item not confirming to the specifications . Above order for GHT Site use purpose

Completion Date NIL

Measurment NIL

Security NIL

Remarks

For **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shiv Shakti Machine Tools Hardware &**

Name : _____

Date : ____/____/____

Requisition Form

1462

Company Name:	MMR Kowkur lp	Date:	12-11-2021
Site & Phase :	GHT	Time:	16:14
Supplier		Req. No.	140870
Material required before date:		ID No.	71166

No	Description	Size	Quantity	Units	Inward No	Date
1	Rod cutting blade	4"	2	Box's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

82644

Remarks: - For ght site use purpose

Prepared By	K.Sneha	Approved by	A.Suresh
Sign. & Date	12-11-2021	Sign. & Date	

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

APPROVED
22 NOV 2021
P. PRADHAKAR
Sr. MANAGER PURCHASE