

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>19/12/21</u>		Prepared by: <u>P. Chakraborty</u>	
PO/WO no. <u>82592</u>		PO / WO Date. <u>20/10/21</u>	
Supplier Name <u>S. Balaji Engineering</u>		PO/WO amount <u>8969.18</u>	
Firm/Company <u>MPPL</u>		Project <u>A.O.</u>	
Sl. No.	Bill No.	Bill Date	Bill amount
1	<u>132</u>	<u>5/11/21</u>	<u>14,544.68</u>
2			
3			
4			
Amount A - Bills total(Excluding Transport & Hamali Charges):			<u>14,544.68</u>
Sl. No.	DC No.	DC. Date	MRN No.
1.	<u>/</u>	<u>/</u>	<u>/</u>
2.	<u>/</u>	<u>/</u>	<u>/</u>
3.	<u>/</u>	<u>/</u>	<u>/</u>
Amount B - Other Credits : Transportation charges			<u> </u>
Amount C - Other Debits :			<u> </u>
Amount D (D=A+B-C) - Amount to be credited to the supplier:			<u>14,544.68</u>
Amount E - PO / WO value:			<u>8969.18</u>
Amount F - Difference (A - E): GST-18%			<u>5575.18</u>
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 / WO		☒ Yes ☐ No - wait for balance material ☐ No (explained below)	
Advance paid / PDC given (deduct when paying)		☐ Yes - Rs. <u> </u> ☒ No	
Payment - due date		<u>27/12</u>	
Remarks: <u>Excess Deliv</u>			
<u>Material received by M. Menakshi.</u>			
Approved by	Purchase Officer	Purchase Manager	Procurement Manager
MD	Accounts - receiver of bill	Accountant	Accounts Manager
Sign:	<u>[Signature]</u>		
Date	<u>29/12</u>		

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. 132		Date 05-11-2021	
				Place of supply 36-Telangana		PO number 82592/82328	
				Vehicle Number REPTO			
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 HEAD OFFICE			

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	Relam Fevical (450gm)pl	3506	15	NOS	₹ 315.00	₹ 850.50 (18%)	₹ 5,575.50
2	SS ZERO CARENK HINGES	8302	17	SET	₹ 215.00	₹ 657.90 (18%)	₹ 4,312.90
3	SS DOOR HANDEL	8302	18	NOS	₹ 35.00	₹ 113.40 (18%)	₹ 743.40
4	DRAWER LOCK JOLLY	8301	8	NOS	₹ 300.00	₹ 432.00 (18%)	₹ 2,832.00
5	TOWER BOLT JOLLY	8302	6	NOS	₹ 120.00	₹ 129.60 (18%)	₹ 849.60
6	DOOR MAGNET	8302	14	NOS	₹ 14.00	₹ 35.28 (18%)	₹ 231.28
Total			78			₹ 2,218.68	₹ 14,544.68

Invoice Amount In Words Fourteen Thousand Five Hundred Forty Five Rupees only		Amounts: Sub Total ₹ 14,544.68 Round off ₹ 0.32 Total ₹ 14,545.00 Received ₹ 0.00 Balance ₹ 14,545.00	
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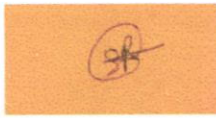
HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
3506	₹ 4,725.00	9%	₹ 425.25	9%	₹ 425.25	₹ 850.50
8301	₹ 2,400.00	9%	₹ 216.00	9%	₹ 216.00	₹ 432.00
8302	₹ 5,201.00	9%	₹ 468.09	9%	₹ 468.09	₹ 936.18
Total	₹ 12,326.00		₹ 1,109.34		₹ 1,109.34	₹ 2,218.68

Terms and conditions: Thanks for doing business with us!		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	
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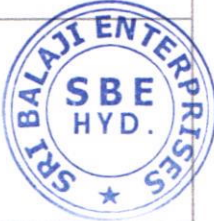


IN WARD
No: 96893
Date: 16.11.21
Sign: [Signature]

For, SRI BALAJI ENTERPRISES



Authorized Signatory



Purchase Order

Page(s) 1 Of 1

12-Nov-21 2:15:36 PM

Orig



09.11.21 4:15:58

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd 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 Hyderabad-500001

GSTIN 36AEIPJ0494H1ZF

9030605690

Doc No	82592	183271
Doc Date	30-10-2021	
Quote No	nil	
Quote Date	12-11-2021	
SupplyType	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2285 - Carpentry - hardware - SS Hinges - Others - nos	17.00	215.00	0.00	18.00	4,312.90
2 2166 - Carpentry - hardware - SS Door Handle - other - nos	18.00	35.00	0.00	18.00	743.40
3 2268 - Carpentry - hardware - Drawer Locks - NA - nos Cupboard locks	8.00	300.00	0.00	18.00	2,832.00
4 2174 - Carpentry - hardware - Towerbolt - other - nos	6.00	120.00	0.00	18.00	849.60
5 2091 - Carpentry - hardware - Door magnet - NA - nos	14.00	14.00	0.00	18.00	231.28
Total Order Value . . .					8,969.18

Rupees : Eight Thousand Nine Hundred Sixty Nine and Paise Eighteen Only.

Terms and Conditions :-

Specification / Brand	Brand will be Boss
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in a day
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penalty For Delay	Nil
Transportation Cost	Transport by us
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for MD Sir and Aruna cabins 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**

Date : __/__/__

Name : _____

Requisition Form

1459

Company Name:	MPPL	Date:	30-10-2021
Site & Phase :	Head office	Time:	15:45PM
Supplier		Req. No.	183271
Material required before date:	Urgent	ID No.	71140

No	Description	Size	Quantity	Units	Inward No	Date
1	ZERO CRANK SUB CLOSER BOX HINGES	STD	17	✓ SET		
2	SS HANDLE	STD	18	✓ NOS		
3	LOCK FOR CUPBOARD	STD	8	✓ NOS		
4	SMALL TOWER BOLT LOCK FOR CUPBOARD	SMALL	6	✓ NOS		
5	DOOR SHUTTER MAGNET	STD	14	NOS		
6						
7						
8						
9						
10						

Remarks : This material is required for MD & Aruna mam cabin purpose.

Prepared By	SARWAR	Approved by	
Sign. & Date	30-10-2021	Sign. & Date	

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

APPROVED
30 OCT 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Requisition Form

Company Name:		MPPL		Date:		30-10-2021	
Site & Phase :		Head office		Time:		15:45PM	
Supplier				Req. No.			
Material required before date:		Urgent		ID No.			

No	Description	Size	Quantity	Units	Inward No	Date
1	ZERO CRANK SUB CLOSER BOX HINGES	Boss STD ✓	17	SET	2154	3655=00
2	SS HANDLE	STD ✓	18	NOS	354	630=00
3	LOCK FOR CUPBOARD	bolly STD	8	NOS	3004	2400=00
4	SMALL TOWER BOLT LOCK FOR CUPBOARD	bolly SMALL	6	NOS	1204	720=00
5	DOOR SHUTTER MAGNET	STD	14	NOS	144	196=00
6						
7						
8						
9						
10						
					+ 18/11/21	
					7601	
					1368	
					8969	

Remarks : This material is required for MD & Aruna main cabin purpose.

Prepared By	SARWAR	Approved by	
Sign. & Date	30-10-2021	Sign. & Date	

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

2021/11/1 15:15