1035 PURCHASE DIVISION

Advice for approval for credit to supplier

B

| | | | |
|---|---|---|---|
| Date: | 12/1/22 | Prepared by: | Sneha |
| PO/WO no. | 84328 | PO / WO Date. | 8/1/22 |
| Supplier Name | Venkataramana stationery & Binding works | PO/WO amount | 20,390.40/- |
| Firm/Company | modi Realty pocharam up | Project | N.H |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 1021 | 7/1/22 | 20,390.40/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 20,390.40/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | — | — | 102095 | ☑ 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: | 20,390.40/- |
| Amount E – PO / WO value: | 20,390.40/- |
| 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 | 17/1/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Sneha | | | | | | |
| Date | 12/1/22 | | | | | | |

APPROVED 14 JAN 2022 P. PRABHAKAR MANAGER PURCHASE

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**

Ph: 040 - 27842572
Cell: 9849360076

# VENKATARAMANA STATIONERY AND BINDING WORKS

**Note Books, Registers, Account Books, Stationery & Xerox Paper Etc. Available**

#1-5-85, General Bazar, Secunderabad - 500 003. Email: venkatramana.bindingworks@gmail.com

To
M/S. Modi Realty Pocharam LLP
M.G. Road

GSTIN 36ABIFM1836H1Z7

Order No 84328 Date

Delivery Challan No Date

Bill No. 2021-22 1021 Date 7/1/22

| Sl No | PARTICULARS | HSN Code | Qty | Rate | 12% GST | 18% GST | 0% -5% GST | Amount Rs. | Ps. |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Concrit Tape 100Mt | | 48 | 360 | | 17280 | | | |
| 2 | | | Rolls | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

INWARD
Inward No: 10816 Dt: 11/01/22
MRN No: 102095 Dt: 11/01/22
Received By: Bhole Sign:
NILGIRI HEIGHTS

Rupees..........

| | 12% GST | 18% GST | 0% -5% GST | Amount |
|---|---|---|---|---|
| Total | | 17280 | | |
| SUB Total | | | | |
| CGST | | 1555=20 | | |
| SGST | | 1555=20 | | |
| Grand Total | | 20390=4 | | 20390=40 |

Receiver's Signature & Seal

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 89586
Date: 12/01
Sign:

**GSTIN: 36AEJPP5811M1Z2**

Terms & Conditions
Goods once sold will not be taken back
Interest @2%p.m. if not paid within 30 days time
Subject to Secunderabad Jurisdiction.

**THE COSMOS CO-OP BANK LTD. M.G. Road, Secunderabad.**
**RTGS / NEFT CODE COSB0000069 A/C No. 069100102707**

For: VENKATARAMANA STATIONERY AND BINDING WORKS

Signature

# Purchase Order

84328
08.01.22 11:42:53

 08-01-2022 14:24:27

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50(
G S T No. : 36ABIFM1836H1Z7

| **Supplier Details** | | | |
|---|---|---|---|
| Venkatramana Stationery & Binding works | **Doc No** | 84328 | 181787 |
| 1-5-85, General Bazar, Sec-Bad -500 003. | **Doc Date** | 08-01-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEJPP5811M1Z2 | **Quote Date** | 08-01-2022 | |
| 27842572 9849360076 | **SupplyType** | Supply | |

**Kind Attn : Mr. Prathap**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 4585 - Electrical - other - Insulation tape - NA - nos<br>*Concrete tape* | 48.00 | 360.00 | 0.00 | 18.00 | 20,390.40 |
| | | | | | **Total Order Value . . .** | **20,390.40** |

Rupees : Twenty Thousand Three Hundred Ninty and Paise Fourty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Next Day. |
| **Delivery Location** | Nilgiri Heights<br>pocharam<br>Phone. .9849497484 |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne 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 site office use purpose. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.' |

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For ***Venkatramana Stationery & Binding works***

Name :

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Modi Realty Pocharam LLP | Date: | 16-12-2021 |
| Site & Phase : | Niligiri Heights | Time: | 15:03 |
| Supplier: | Navakar Tapes | Req. No. | 181787 |
| Material required before date: | 19.12.21 | ID No. | 72140. |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | **Concrete Tape - Yellow Colour** | **85 mts** | 48 | No's | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

84228

Remarks:For Block - A - Shuttering Joints closing when Concreting Purpose

| | | | |
|---|---|---|---|
| Prepared By | Vijay Raj | Approved by | |
| Sign.& Date | 16.12.2021 | Sign. & Date | |

APPROVED
17 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

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