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PURCHASE DIVISION
Advice for approval for credit to supplier

NOC ~~send~~ firm Auth.

Date:	07/01/2022	Prepared by:	Sravya Sudha
PO/WO no.	79973	PO / WO Date.	~~79973~~
Supplier Name	Venkataramana stationary	PO/WO amount	472/-
Firm/Company	Modi constructions and Realty LLP	Project	NRK.
Sl. No.	Bill No.	Bill Date	Bill amount
1	517.	01/09/2021	472/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			472/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.			95884	☑ 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:	472/-
Amount E – PO / WO value:	472/-
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	10/01/2022

Remarks: final Bill - NOC taken from Auth

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sravya	APPROVED					
Date	07/01/22	07 JAN 2022					

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 constructions & Realty LLP

GSTIN 36ABJFM5257F1Z3

Order No 79973 Date 25/8

Delivery Challan No [redacted] Date

Bill No. 2021-22 517 Date 1/9/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Register (AR)		1	80		80			
2	Register (S.R)		2	160		320			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		400			
				SUB Total					
				CGST		36			
				SGST		36			
				Grand Total		472		472-00	

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 227
Date. 22/12/21
Sign.

INWARD
Inward No: 1085 Dt: 03/09/2021
MRN No: 95884 Dt: 03/09/21
Received By: Sign:
MODI CONSTRUCTIONS & REALTY LLP

Rupees..

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88766
Date: 22/12
Sign:

Receiver's Signature & Seal

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

 07-01-2022 14:46:22 Original / Office Copy / Purchase Div.Copy

From Company : **Modi constructions & Reality LLP**
5-4-187/3&4, II nd floor, SOham Mansion, MG Road, Secunderabad-50003
G S T No. : 36ABJFM5257F1Z3

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No.**	79973	186047
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	25-08-2021	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	25-08-2021	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7576 - Stationery - other - Register - other - nos *Attendance Register (200 pages)*	1.00	80.00	0.00	18.00	94.40
2	7576 - Stationery - other - Register - other - nos *Single Rule pages (200 pages)*	2.00	160.00	0.00	18.00	377.60
					Total Order Value . . .	**472.00**

Rupees : Four Hundred Seventy Two Only.

Bill Not Received
E. Madhu
17/01/22

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	Nextopolis Sy No 230 to 243, plot no 11, turkapally, shamirpet, medchal Phone. .
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 use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	.

For ***Modi constructions & Reality LLP***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

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

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	Modi constructions and reality llp	Date:	24-8-2021
Site & Phase:	Nextopolis	Time:	11:30
Supplier		Req. No.	186047
Material required before date:	Very urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	A4 paper bundles	Std	10	Nos		
2	Red pens	Std	2	Boxes		
3	Black pens	Std	2	Boxes		
4	Blue pen	Std	2	Boxes		
5	Pencils	Std	1	Box		
6	Binding clips	Big	1	Box		
7	Binding clip	Small	1	Box		
8	A4 flat files	Std	20	Nos		
9	A3 Ring binders	Std	10	Nos		
10	A4 file covers	Std	25	Nos		
11	A3 file covers	Std	25	Nos		
12	Scribling pads	Big	20	Nos		
13	Stamp pads	Std	2	Nos		
14	Registers	Std	3	Nos		
15	Steel scales	Big	2	Nos		

Remarks : For site use purpose

Prepared By	G.Rahul	Approved by	Balamuralikrishna
Sign. & Date	24-8-2021	Sign. & Date	

APPROVED
07 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE