PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	22/1/22	Prepared by	T.D. Murthy	Serial no.	--1778
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	MCS	Project	Green Towers	HO received date	
PO/WO date	8/1/22	PO/WO No.	84310	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	165	12/1/22	10,095	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,095-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 102607 — Proof of delivery matches MRN	☑ 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:	10,095-00
Amount E – PO / WO value:	10,095-00
Amount F – Difference (A – E):	—
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	31/1/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	T.D. Murthy				
Sign:	[signature]	[signature]			
Date	22/1/22	APPROVED 22 JAN 2022 MINISH PARIKH MANAGER PROCUREMENT			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

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. **165** · Date **12-01-2022** PO date **08-01-2022** · PO number **84310** Vehicle Number
Bill To **MODY CONSULTANCY SERVIES** 5-4-187/3&4, 2 nd Floor, MG Road, Secunderabad - 03	Ship To GREENS TOWERS BEGUMPET

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	Discount	GST	Amount
1	H HANDLE 8"	8302	3	SET	₹ 450.00	₹ 0.00 (0.0%)	₹ 243.00 (18.0%)	₹ 1,593.00
2	GODREJ ULTRA VERBOLT LOCK S/N	8301	3	SET	₹ 2,580.00	₹ 2,167.20 (28.0%)	₹ 1,003.10 (18.0%)	₹ 6,575.90
3	TOWER BOLT 200MM JOLLY HEAVY RUSTOLINE	8302	6	PCS	₹ 272.00	₹ 0.00 (0.0%)	₹ 293.76 (18.0%)	₹ 1,925.76
	Total		**12**			**₹ 2,167.20**	**₹ 1,539.86**	**₹ 10,094.66**

Invoice Amount In Words

Ten Thousand and Ninty Five Rupees only

Amounts:

Sub Total	₹ 10,094.66
Round off	₹ 0.34
Total	**₹ 10,095.00**
Received	₹ 0.00
Balance	₹ 10,095.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8301	₹ 5,572.80	9.0%	₹ 501.55	9.0%	₹ 501.55	₹ 1,003.10
8302	₹ 2,982.00	9.0%	₹ 268.38	9.0%	₹ 268.38	₹ 536.76
Total	**₹ 8,554.80**		**₹ 769.93**		**₹ 769.93**	**₹ 1,539.86**

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder's Name: SRI BALAJI ENTERPRISES

Sai 9246364748

SUMMIT SALES LLP R.R. DIST. IN WARD No: 99158 Date: 16/01 Sign:

Terms and conditions:

Thanks for doing business with us!

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

Material Received 12/01/22

MRN 102607

Purchase Order

 22-01-2022 14:58:33

84310
08.01.22 11:42:53

From Company :	**Modi Consultency Service do not use** 5-4-187/3&4, II Floor, M.G.Road, Secunderabad-500003. G S T No. :

Supplier Details			
Sri Balaji Enterprises	**Doc No**	84310	183348
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	08-01-2022	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	08-01-2022	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2089 - Carpentry - hardware - Door handle H type - NA - pairs	3.00	450.00	0.00	18.00	1,593.00
2	2174 - Carpentry - hardware - Towerbolt - other - nos *8"*	6.00	272.00	0.00	18.00	1,925.76
3	2090 - Carpentry - hardware - Door Locks - NA - nos *Double doors locks*	3.00	2,580.00	28.00	18.00	6,575.90
	Total Order Value . . .					**10,094.66**

Rupees : Ten Thousand Ninty Four and Paise Sixty Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation, Brand is Godrej.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greens Towers Begumpet Main Road, Hyd. Opp. Hyderabad Public School. Phone. 66335551
Penality For Delay	Nil
Transportation Cost	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 greens towers door fixings, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	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 Consultency Service do not use***

Authorised Signatory

22/01/2022

Name :

Name :

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Date : _/_/__

Requisition Form

Company Name:	MCS	Date:	28-12-2021
Site & Phase :	GREENS TOWERS	Time:	10:30 AM
Supplier		Req. No.	183348
Material required before date: Urgent		ID No.	72473

No	Description	Size	Quantity	Units	Inward No	Date
1	HANDLES	2'	06	NOS		
2	TOWER BOLT	STD	06	NOS		
3	DOUBLE DOOR LOCKS	STD	03	NOS		
4						
5						
6						
7						
8						
9						
10						

Remarks : Towards GRRENS TOWERS DOOR FIXING PURPOSE.			
Prepared By	MEENAKSHI.N	Approved by	
Sign.& Date	28- 12-2021	Sign. & Date	

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

APPROVED BY
07 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

APPROVED
3 JAN 2022
P. PRABHAKAR
St. MANAGER PURCHASE

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☑ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☐ Other

111157 111157