PURCHASE DIVISION

Advice for approval for credit to supplier

188

| | | | |
|---|---|---|---|
| Date: | 03/01/22 | Prepared by: | Janaki |
| PO/WO no. | 83539 | PO / WO Date. | 11/12/21 |
| Supplier Name | Veerabhadra enterprises | PO/WO amount | 354/- |
| Firm/Company | Mohtat modi reality kasturi llp | Project | GHT |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 665 | 14/12/21 | 354/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 354/- |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | - | - | 100928 | □ 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: | 354/- |
| Amount E – PO / WO value: | 354/- |
| 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 | 10/01/22 |

Remarks:

Final Bill

Original supplier attested is on the bill

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Janaki | APPROVED | | | | | |
| Date | 03/01/22 | 25 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/-

GSTIN No. 36AEMPG9276J1ZV

TAX INVOICE / CASH / CREDIT

Ph : 27810914
Cell : 7989596166

# Veerabhadra Enterprises

**Dealers in : Chemicals, Acids & General Goods**

D. No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | Email : veerabhadra1930@gmail.com

Name : Mehta & Modi Realty Kowkur LLP
Address : ODC- 83539 - 140938

GSTIN No : 36ABLFM7631F1Z3
State : TS   State Code : 36

Invoice No. : 665
Invoice Date : 14/12/2021
DC No. :
State : Telangana   State Code : 36

Transportation Mode :   Vehicle Number :   Date of Supply :

| S. No | Description of Goods | HSN Code | Qty. | Rate | Taxable Value 5% | 18% | 12% - 0% |
|---|---|---|---|---|---|---|---|
| 1) | Polythene covers | | 3 Pcs | 100/- | | 300 = 00 | |

INWARD
Inward No. 11863 20/12/21
100928 21/12/21
Received By:
MEHTA & MODI REALTY KOWKUR LLP
16:43

| | | |
|---|---|---|
| Amount in words : | Total Amount before Tax | 300 = 00 |
| | Add SGST | 27 = 00 |
| | Add CGST | 27 = 00 |
| | Add IGST | |
| **Bank Details :** A/c No. 303011023425, Branch : General Bazar, Secunderabad, IFSC Code : KKBK0007450, Main Branch : Kotak Mahindra Bank | Round Off | |
| | Total Amount after Tax | 354 = 00 |
| | Total Tax Amount | GRAND TOTAL 354 = 00 |

**Terms & Conditions :**
- All Cheques Should be in Favour of M/s. Veerabhadra Enterprises, Hyderabad only
- Cheques Subject to realisation.
- Goods once sold will not be taken back.

Certified that the particulars given above are true and correct

For Veerabhadra Enterprises

Authorised Signatory

SUMMIT SALES LLP R.R. DIST.
INWARD No: 88895 Date: 24/12 Sign:

For VEERABHADRA ENTERPRISES
Proprietor

# Purchase Order

 11-12-2021 13:56:09 C

83539
09.12.21 3:17:43

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-5000U3
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Veerabhadra Enterprises | **Doc No** | 83539 | 140938 |
| D.No. 3-2-188, Raja Mudaliar Street, Secunderabad - 500 003. | **Doc Date** | 11-12-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AEMPG9276J1ZV | **Quote Date** | 21-11-2021 | |
| 040 - 66338850 9246269111 | **SupplyType** | Supply | |

**Kind Attn : Mr. Venkatesh.**

Purchase Order for the Supply of following Items.

| | **Item Name** | **Qty** | **Rate** | **Dis%** | **GST** | **Amount** |
|---|---|---|---|---|---|---|
| 1 | 4051 - Consumables - Polythene Covers - other - pkts<br>*Dust Bin Covers* | 3.00 | 100.00 | 0.00 | 18.00 | 354.00 |
| | | | | | **Total Order Value . . .** | **354.00** |

Rupees : Three Hundred Fifty Four 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** | Greenwood Heights<br>Sy no: 196, Kowkur.<br>Phone. 040-66335551 |
| **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** | 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name :

Contact

Accepted the above Terms And Conditions

For ***Veerabhadra Enterprises***

Name :

Date : __/__/____

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# Requisition Form

| | | | |
|---|---|---|---|
| ...ny Name: | Mehta & Modi Realty KowkurLLP | Date: | 07-12-2021 |
| ...te & Phase : | GHT | Time: | 10:37 |
| Supplier | SSLLP | Req. No. | 140938 |
| Material required before date: | 09-12-2021 | ID No. | 71868 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Harpic | 500ml | 06 | Nos | | |
| 2 | Hand wash Dettol | 250ml | 06 | Nos | | |
| 3 | Vimbar | 500 gms | 06 | Nos | | |
| 4 | Odonil | Std | 06 | Nos | | |
| 5 | Cleaning cloths 83437 | Std | 02 | Dozens | | |
| 6 | Coconut brooms | Big | 02 | Dozens | | |
| 7 | Surf | 1 kg | 05 | Nos | | |
| 8 | Dust bin covers 83539 | Big | 03 | Packets | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: - For sales&site office cleaning purpose

| | | | |
|---|---|---|---|
| Prepared By | K.sneha | Approved by | A Suresh |
| Sign.& Date | 07-12-2021 | Sign. & Date | 07-12-2021 |

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

APPROVED
0 9 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE