PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 29/01/2022 | Prepared by | Ramya | Serial no. | 2100 |
| Supplier name | Sri Balaji Enterprises | | | HO inward no. | |
| Firm/Company | M.MRK | Project | GHT | HO received date | |
| PO/WO date | 17.01.2022 | PO/WO No. | 84595 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 169. | 20.01.2022 | 6,549.00 | □ Yes □ No |
| 2. | | | / | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 6,549.00 |

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 102740 | 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: | 6,549.00 |
| Amount E – PO / WO value: | 6,336.00 |
| Amount F – Difference (A – E): | -213. |

| | |
|---|---|
| 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 | 07/02/2022 |
| Remarks: | – Final Bill – |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Ramya | | | | |
| Sign: | [signature] | | | | |
| Date | 29/01/2022 | | | | |
| 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**

SBE

# 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. | Date |
|---|---|
| **169** | **20-01-2022** |
| Place of supply **36-Telangana** | PO date **17-01-2022** |
| PO number **84595** | Vehicle Number **TS10UB-3123** |

Bill To

**MEHTA & MODI REALTY KOWKUR LLP**

5-4-187/3&3,2 nd floor
MG Road Secunderabad
500003

Contact No.: 9502232100

GSTIN Number: 36ABLFM7631F1Z3

State: 36-Telangana

Ship To

GREENWOOD HEIGHTS
Sy no 196 kowkur Rangareddy -

| # | Item name | HSN/ SAC | Size | Quantity | Unit | Price/ Unit | GST | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | L-PATI 1X1 | 8302 | 1"X1" | 400 | NOS | ₹ 3.00 | ₹ 216.00 (18%) | ₹ 1,416.00 |
| 2 | SCREWS 75X8MM (100 PER PKT) | | 75X8MM | 5 | PKT | ₹ 300.00 | ₹ 270.00 (18%) | ₹ 1,770.00 |
| 3 | SS SCREWS 25X6MM (100 PER PKT) | | 25X6MM | 10 | BOX | ₹ 125.00 | ₹ 225.00 (18%) | ₹ 1,475.00 |
| 4 | SS SCREWS 35X6MM (100 PER PKT ) | | 35X6MM | 10 | BOX | ₹ 160.00 | ₹ 288.00 (18%) | ₹ 1,888.00 |
| | **Total** | | | **425** | | | **₹ 999.00** | **₹ 6,549.00** |

Invoice Amount In Words

**Six Thousand Five Hundred Forty Nine Rupees only**

**Amounts:**

| | |
|---|---|
| Sub Total | ₹ 6,549.00 |
| **Total** | **₹ 6,549.00** |
| Received | ₹ 0.00 |
| Balance | ₹ 6,549.00 |

| HSN/ SAC | Taxable amount | CGST | | SGST | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| | ₹ 4,350.00 | 9% | ₹ 391.50 | 9% | ₹ 391.50 | ₹ 783.00 |
| 8302 | ₹ 1,200.00 | 9% | ₹ 108.00 | 9% | ₹ 108.00 | ₹ 216.00 |
| **Total** | **₹ 5,550.00** | | **₹ 499.50** | | **₹ 499.50** | **₹ 999.00** |

**Terms and conditions:**

Thanks for doing business with us!

INWARD
Inward No: 1998 Dt: 20/01/22
MRN No: Dt:
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
16:32

**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

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST.
INWARD
No. 9022
Date 29/01

MRN 102740

# Purchase Order

 18-01-2022 15:13:55

84595
08.01.22 11:50:02

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

| **Supplier Details** | | | |
|---|---|---|---|
| Sri Balaji Enterprises | **Doc No** | 84595 | 141112 |
| H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001 | **Doc Date** | 17-01-2021 | |
| | **Quote No** | NIL | |
| **GSTIN** 36AEIPJ0494H1ZF | **Quote Date** | 12-01-2021 | |
| 9030605690 | **SupplyType** | Supply | |

**Kind Attn : Mr.Seetaram Joshi**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 9598 - Tools - Bracket - NA - Nos<br>*1" x 1"* | 340.00 | 3.00 | 0.00 | 18.00 | 1,203.60 |
| 2 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts<br>*75 x 8mm - 100 per packet* | 5.00 | 300.00 | 0.00 | 18.00 | 1,770.00 |
| 3 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts<br>*25 x 6mm- 100 per packet* | 10.00 | 125.00 | 0.00 | 18.00 | 1,475.00 |
| 4 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts<br>*35 x 6mm - 100 per packet* | 10.00 | 160.00 | 0.00 | 18.00 | 1,888.00 |
| | | | | **Total Order Value . . .** | | **6,336.60** |

Rupees : Six Thousand Three Hundred Thirty Six and Paise Sixty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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 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 A Block civil work WPC Doors frame work flat no-301 to 305 317, 316 purpose at site. |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | |

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Sri Balaji Enterprises***

Name : ____________

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | Mehta& modi realty kowkur llp | Date: | 12-01-2022 |
| Site & Phase : | GHT | Time: | 14.55 |
| Supplier | SRI BALAJI ENTERPRISES | Req. No. | 141112 |
| Material required before date: | | ID No. | 72927 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | L - PATTI ( HSN /SAC 8302) | 1'' X1'' | 340 | Nos | | |
| 2 | SCREWS ( 150 per pack ) | 75 X8 MM | 5 | Packets | | |
| 3 | SS Screws ( 8302 ) | 25 x 6 MM | 10 | Box | | |
| 4 | SS Screws ( 100 per pack) | 35 x 6 mm | 10 | Box | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | 84595 | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

Remarks: - For A Block Civil work WPC Door frame work purpose Purpose flat no 301to305,317,316.

| | | | |
|---|---|---|---|
| Prepared By | K.Sneha | Approved by | A.Suresh |
| Sign.& Date | 12-01-2022 | Sign. & Date | 12-01-2022 |

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

APPROVED
18 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE