PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	29/01/2022	Prepared by	Ramya	Serial no.	-U-20
Supplier name	Venkatramana St. & Bindin			HO inward no.	
Firm/Company	MMRK	Project	GHT	HO received date	
PO/WO date	12.01.2022	PO/WO No.	84495	Scan ID.	-

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1092	25/01/2022	1771/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1771/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos: 102849 — 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:	1771/-
Amount E – PO / WO value:	1771/-
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	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

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. Mehta & Modi Realty Kowkur LLP

GSTIN 36ABLFM7631F1Z3

Order No 84495 Date 25/1/21

Delivery Challan No Date

Bill No. 2021-22 1092 Date 25/1/21

Sl No	PARTICULARS	HSN Code	Qty	Rate	12% GST	18% GST	0% -5% GST	Amount Rs.	Ps.
1	Fruit Packing		2	75		150			
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
				Total		150			
				SUB Total					
				CGST		13/50			
				SGST		13/50			
				Grand Total		177/00		177	00

MRN 102849

INWARD
Inward No: 2025 Dt: 27/01/22
MRN No: Dt:
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
17:00

Rupees...

SUMMIT SALES
IN WARD
No: 90227
Date: 29/01
Sign:
R.R. DIST.

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

 25-01-2022 15:47:40

84495
08.01.22 11:42:54

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50(
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Venkatramana Stationery & Binding works	**Doc No**	84495	141111
1-5-85, General Bazar, Sec-Bad -500 003.	**Doc Date**	12-01-2022	
	Quote No	Nil	
GSTIN 36AEJPP5811M1Z2	**Quote Date**	12-01-2022	
27842572 9849360076	**SupplyType**	Supply	

Kind Attn : Mr. Prathap

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	4030 - Consumables - Fruit packing cover - other - pkts	2.00	75.00	0.00	18.00	177.00
					Total Order Value . . .	**177.00**

Rupees : One Hundred Seventy Seven 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	Already delivered
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. 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 Switch board packing purpose.
Completion Date	Nil
Measurment	Nill
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

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	12-01-2022
Site & Phase :	GHT	Time:	12:14
Supplier		Req. No.	141111
Material required before date: 13-01-2022		ID No.	72882

No	Description	Size	Quantity	Units	Inward No	Date
1	Fruit packing covers[white colour]	Std	02	Packet's		
2						
3						
4						
5	84495					
6						
7						
8						
9						
10						
11						

Remarks: - For Switch board's packing purpose

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
14 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE