PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 01/02/2022 | Prepared by | MINISH. | Serial no. | - 2073 |
| Supplier name | Sri Balaji Enterprises. | | | HO inward no. | |
| Firm/Company | Mehta & Modi Realty Kowkur LLP | Project | GHT. | HO received date | |
| PO/WO date | 08/01/2022 | PO/WO No. | 84313. | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 168. | 18/01/2022 | 4,248/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | 4,248/- | |
| Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report | | | |
| MRN nos.: | 102410 | 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: | | | 4,248/- |
| Amount E – PO / WO value: | | | 2,124/- |
| Amount F – Difference (A – E): | | | 2,124/- |
| 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: Excess Quantity received, PO issued for 3PCS, delivery done for 6PCS.

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | | | | |
| Sign: | | 01 FEB 2022 | | | |
| Date | | 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**<br># 14-1-418, NEAR ROCKET GROUND<br>NEW AGHAPURA HYDERABAD<br>500001 T.S<br>Phone no.: 9030605690<br>Email: seetaram.joshi@yahoo.com<br>GSTIN: 36AEIPJ0494H1ZF<br>State: 36-Telangana | Invoice No.<br>**168** | Date<br>**18-01-2022** |
| | Place of supply<br>**36-Telangana** | PO date<br>**08-01-2022** |
| | PO number<br>**84313/83770** | Vehicle Number<br>**TS12UA-6319** |

| | |
|---|---|
| Bill To<br>**MEHTA & MODI REALTY KOWKUR LLP**<br>5-4-187/3&3,2 nd floor<br>MG Road Secunderabad<br>500003<br>Contact No.: 9502232100<br>GSTIN Number: 36ABLFM7631F1Z3<br>State: 36-Telangana | Ship To<br>GREENWOOD HEIGHTS<br>Sy no 196 kowkur Rangareddy - |

| # | Item name | HSN/ SAC | Size | Quantity | Unit | Price/ Unit | GST | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | SCREWS 100X8MM (100 PER PKT) | | 100X8MM | 6 | PKT | ₹ 600.00 | ₹ 648.00 (18%) | ₹ 4,248.00 |
| | **Total** | | | 6 | | | **₹ 648.00** | **₹ 4,248.00** |

| Invoice Amount In Words | **Amounts:** | |
|---|---|---|
| **Four Thousand Two Hundred Forty Eight Rupees only** | Sub Total | ₹ 4,248.00 |
| | **Total** | **₹ 4,248.00** |
| | Received | ₹ 0.00 |
| | Balance | ₹ 4,248.00 |

| HSN/ SAC | Taxable amount | CGST | | SGST | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| | ₹ 3,600.00 | 9% | ₹ 324.00 | 9% | ₹ 324.00 | ₹ 648.00 |
| **Total** | **₹ 3,600.00** | | **₹ 324.00** | | **₹ 324.00** | **₹ 648.00** |

**Terms and conditions:**

Thanks for doing business with us!

**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

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD
Inward No: 11995 Dt: 18/01/22
MRN No: Dt:
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP
14:58

SRI BALAJI ENTERPRISES HYD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 89919
Date: 21/01
Sign:

# Purchase Order

 08-01-2022 15:17:33

84313
08.01.22 11:42:53

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

| **Supplier Details** | | | |
|---|---|---|---|
| Sri Balaji Enterprises | **Doc No** | 84313 | 140995 |
| 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 | 2156 - Carpentry - hardware - S.S. Screws - other - pkts *100x4.85* | 3.00 | 600.00 | 0.00 | 18.00 | 2,124.00 |
| | | | | | **Total Order Value . . .** | **2,124.00** |

Rupees : Two Thousand One Hundred Twenty Four Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | All items shall be of "Prince' / 'Sudhakar' brand. |
| **Payment Terms** | After Delivery & Production of bill- Each packet contains 100 nos of screws |
| **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 A 314 to 317 , 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 invoice 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 ***Sri Balaji Enterprises***

Name :

Date : __/__/____

## Requisition Form - WPC Door Frames

| | | | |
|---|---|---|---|
| Company | MMR KOWKUR LLP | Site & Phase | GHT |
| Req. no. | 140995 | Req. Date | 07-01-2022 |
| Material required before | 10-01-2022 | ID no. | 72723 |
| Prepared by: | A Suresh | Approved by (sign): | |
| Flat / Block no: | A - 314 to 317 | | |
| Type Type IV 1715 Sft 3BHK Order Value: | 4 Flats | | |
| Club house Sft 1230 2 BHK Order Value: | | | |

APPROVED
07 JAN 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

8431

| S No. | Item Description | Units | Qty required for Type A1 & B1 1715 Sft 3BHK Villa | Qty required for Type A2 & b2 1715 Sft 3BHK flat | Qty required for Type A1 & B1 1715 Sft Villa requirment | Qty required for Type A2 & b2 1940 3BHK flat requirement | Quantity required | Qty Available at site - full frames | Balance Qty to be ordered |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Main door frame 7' x 3'6" with threshold | Nos | 1.00 | | 1.00 | | 4.00 | | 4.00 |
| 2 | Door frameD1 7'.3" x 3'." without threshold | Nos | 3.00 | | 3.00 | | 12.00 | | 12.00 |
| 3 | Door fram D3 7'.3" x 2'6" without threshold | Nos | 2.00 | | 2.00 | | 8.00 | | 8.00 |
| 4 | Door frame D2 7.3" x2'.6" with threshold | Nos | 1.00 | | 1.00 | | 4.00 | | 4.00 |
| 5 | Door frame D2 2.0 x5'.0" | Nos | | | | | | | |
| | Total | | 7.0 | | 7.00 | | 28.00 | | 28.00 |

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| S No. | Item Description | Units | Quantity required | Qty Available at site - extra pieces | Balance Qty to be ordered | Qty in cft | Inward No | Date |
|---|---|---|---|---|---|---|---|---|
| 1 | Main door side 7' 3" X 5" X 3" | Nos | 10.00 | 0.00 | 10.00 | 7.43 | | |
| 2 | Main door top /bottom 4' X 5" X 3" | Nos | 10.00 | 0.00 | 10.00 | 4.10 | | |
| 3 | Other door sides 7' 0" X 4" X 2 1/2" | Nos | 160.00 | 0.00 | 160.00 | 77.61 | | |
| 4 | Other door top / bottom 3' X 4" X 2 1/2" | Nos | 70.00 | 0.00 | 70.00 | 4.16 | | |
| 5 | Other door top / bottom 3' 6" X 4" X 2 1/2" | Nos | 30.00 | 0.00 | 30.00 | 6.23 | | |
| 6 | L Patti ( 1" x 1" ) | Nos | 200.00 | 0.00 | 200.00 | | | |
| 7 | Wooden Screw star 25 X 8 MM | Nos | 300.00 | 0.00 | 300.00 | | | |
| 8 | Wooden Screw star 30 X 8 MM | Nos | 300.00 | 0.00 | 300.00 | | | |
| 9 | SS Screw star 1OO X 4.85 MM | Nos | 300.00 | 0.00 | 300.00 | | | |
| 10 | Total | | 1380.0 | 0.0 | 1380.0 | | | |

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