PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	2/2/22	Prepared by	Prabhakar	Serial no.	2176
Supplier name	Sri Sai Rohit Marketing Company			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	28/12/21	PO/WO No:	83991	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	226	31/1/22	3098.68	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3098.68
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	Proof of delivery matches MRN □ Yes □ No
Amount B – Other Credits : Transportation charges	708-00
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	3806=68
Amount E – PO / WO value:	3098.68
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	8/2/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date		02 FEB 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.

GST No. : 36AMHPC9678H1ZM **TAX INVOICE**

Orginal for Recepient
Duplicate for Supplier/Transporter
Triplecate for Supplier

SRI SAI ROHITH MARKETING COMPANY

Dealers In: All Kinds of Aluminium Section Sheets, Glass, Plywood & Hardware Etc.,

Road No. 8, N.F.C. Main Road, Plot No. 66, Krishna Nagar, H.B. Colony, Moula Ali, Hyderabad-500040. (T.S) **Mob. : 9866512288**

INV. NO: 226 INVOICE DATE : 31/01/22

TRANSPORTATION NAME :
VEHICLE NO.: TS08UG4857 L/R No.
DATE & TIME OF SUPPLY :
PLACE PF SUPPLY :

DETAILS OF RECEIVER (BILLED TO)

M/s Modi Properties Pvt LTD
5-4-187/3&4, IInd Floor, M.G.Road,
Sec-bad - 500003

STATE CODE:........... GSTIN NO.......

DETAILS OF CONSIGNEE (SHIPPED TO)

-do-

STATE CODE:........... GSTIN NO.......

S. NO.	HSN CODE	DESCRIPTION	QUANTITY	RATE	AMOUNT Rs. Ps.
1	7005	8mm Plain Toughen Glass 5'3" x 2'6"	13.13 sft	200/-	2626 —
2		Transportation			600 —
				TOTAL BEFORE TAX	3226 —
				ADD : CGST 9%	290.34
				ADD : SGST 9%	290.34
				ADD : IGST	
				TAX AMOUNT GST	
				GRAND TOTAL	3806.68

INWARD
Inward No: 780 Dt: 31/1/22
MRN No: Dt:
Received By: Saran Sign:
MODI PROPERTIES

Material Received
31/01/22

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 90377 Date: 2/2/22 Sign: L

BANK DETAILS : HDFC BANK, HABSIGUDA BRANCH
SRI SAI ROHIT MARKETING. CO
A/C No. 50200007478658 IFSC CODE: HDFC0000368

Rupees in Words.......

- Once goods sold will not be taken back
- Interest @24% p.a. will be charged if payment is not made within 15 days from the date of the Bill.
- Subject to Secundarabad Juridiction only.
- Our Responsibility Ceases sooner the goods leave our premises

E.&O.E

For **SRI SAI ROHIT MARKETING.Co**

Authorised Signature

Receiver Stamp & Signature.......

Purchase Order

 04-01-2022 14:12:04

83991

py

5:35:32

From Company :	**Modi Properties Pvt.Ltd.** 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 G S T No. : 36AABCM4761E1ZM		
Supplier Details			
Sri Sai Rohith Marketing Company	**Doc No**	83991	183347
New Narsimhanagar Colony, Near Noma Kalyana Vedika, Mallapur, Hyderabad - 500 076.	**Doc Date**	28-12-2021	
	Quote No	Nil	
GSTIN 36AMHPC9678H1ZM	**Quote Date**	28-12-2021	
9866512288	**SupplyType**	Supply	

Kind Attn : Mr. C. Laxman Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2245 - Carpentry -glass - Plain glass - other - sft *8mm Toughen Glass - 5'3" x 2'6" - 01 no*	13.13	200.00	0.00	18.00	3,098.68
					Total Order Value . . .	**3,098.68**

Rupees : Three Thousand Ninty Eight and Paise Sixty Eight Only.

Terms and Conditions :-

Specification / Brand	Glass should be Saint Gobain with Toughen.
Payment Terms	After Delivery & completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 2days.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Extra @500/-.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Anad Sir cabin table top purpose.
Completion Date	NA
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 *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : 07/01/2022

Accepted the above Terms And Conditions

For *Sri Sai Rohith Marketing Company*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	MPPL		Date:	28-12-21
Site & Phase :	HO			
Supplier			Req. No.	183347
Material required before date:		Urgent	ID No.	72464

No	Description	Size	Quantity	Units	Inward No	Date
1	8mm toughened glass - only glass	5'3"x2'6"	01	Nos		
2						
3						
4						
5	83991					
6						
7						
8					APPROVED	
9					07 JAN 2022	
10						

Remarks .: TOWARDS ANAND SIR CABIN PURPOSE. (Table Top Purpose).

MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Meenakshi. N	Approved by	
Sign.& Date	28-12-21	Sign. & Date	

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