PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/02/2022	Prepared by	Ramya	Serial no.	2447
~~Supplier name~~	Sri Balaji Enterprises			~~HO inward no.~~	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	13/01/2022	PO/WO No:	84499	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	178	3/02/2022	10,325.00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,325.00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103212	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:	10,325.00
Amount E – PO / WO value:	20,060.00
Amount F – Difference (A – E):	9,735
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:	— Part Bill —

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	[signature]				
Date	04/02/2022				
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 # 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. **178** — Date **03-02-2022** Place of supply **36-Telangana** — PO date **13-01-2022** PO number **84499** — Vehicle Number **TS13UB-5675**
Bill To **MODI PROPERTIES PVT LTD** 5-4-187/3&4, 2 nd Floor, MG Road, Secunderabad - 03 Contact No.: 9502277299 GSTIN Number: 36AABCM4761E1ZM State: 36-Telangana	Ship To May Flower Platinum Sy 82/1 Mallapur Nacharam (R.R.DST) Pin cod -500076

#	Item name	HSN/ SAC	Size	Quantity	Unit	Price/ Unit	GST	Amount
1	SS SCREWS 35X6MM (100 PER PKT)		35X6MM	50	BOX	₹ 175.00	₹ 1,575.00 (18%)	₹ 10,325.00
	Total			**50**			**₹ 1,575.00**	**₹ 10,325.00**

Invoice Amount In Words

Ten Thousand Three Hundred Twenty Five Rupees only

Amounts:

Sub Total	₹ 10,325.00
Total	**₹ 10,325.00**
Received	₹ 0.00
Balance	₹ 10,325.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
	₹ 8,750.00	9%	₹ 787.50	9%	₹ 787.50	₹ 1,575.00
Total	**₹ 8,750.00**		**₹ 787.50**		**₹ 787.50**	**₹ 1,575.00**

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

SALES LLP INWARD No. 21080 Date: 4/2 Sign: R.R. DIST.

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

INWARD	
Inward No: 8673	Dt: 3/2/22
MRN No: 103212.	Dt:
Received By:	Sign: Nizam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

17-01-2022 10:18:09 AM Or 84499

08.01.22 11:42:54

...any : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Sri Balaji Enterprises	**Doc No**	84499	178298
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	13-01-2022	
	Quote No	NIL	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	06-01-2022	
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 *35 x 8mm*	50.00	175.00	0.00	18.00	10,325.00
2	2099 - Carpentry - hardware - Fischer - 5mm - pkts	50.00	165.00	0.00	18.00	9,735.00
					Total Order Value . . .	**20,060.00**

Rupees : Twenty Thousand Sixty 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 May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

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 part 2 grills fixing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

PART DELIVERY DETAILS

S.no.	Bill No.	Bill Dt.	
1.	178	3/2/2022	10,325.00
2.			
3.			
4.			
5.			

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name : ____________

Date : __/__/____

Requisition Form

	Modi Properties Pvt Ltd		Date:		06.01.2022	
	May Flower Platinum		Time:		11:45	
			Req.No.		178298	
...l required before date:		10.01.2022	ID No.		72..4	

	Description	Size	Quantity	Units	Inward No	Date
	SS Screws 5mm	35mmx8mm	50	boxes		
	Fishers 5mm	35mmx8mm	50	boxes		
	8499.					
...3						
...9						
...0						

...emarks: Towards part-2 grills fixing use purpose .

...repared By	N.Subhash	Approved by	S.V.Subba Reddy
...ign.& Date	06.01.2022	Sign. & Date	

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