PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/2/22.	Prepared by	Prabhakar	Serial no.	2067
Supplier name	Rita Seeds			HO inward no.	
Firm/Company	Grace	Project	Anapolis	HO received date	
PO/WO date	8/2	PO/WO No.	85323	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	809	14/2	6000-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6000-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103756	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:	6000-00
Amount E – PO / WO value:	38,000-00
Amount F – Difference (A – E):	32,000-00
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	21/2
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		APPROVED			
Date		17 FEB 2022			
Approval limit	Upto 20k	Above 20k P. PRABHAKAR MANAGER PURCHASE	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.

GSTIN : 36AKAPK8182D1Z8 **TAX INVOICE** ☎ : 23222835
: 66778470

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL IMPLEMENTS ETC.

 # 3-6-295/4, Hyderguda, Hyderabad-29 (T.S.) INDIA

No. 809 Date 14-02-2022

M/s. Madi properties pvt ltd

Doc-No. 85 322/128 377 8/2/22

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	pesticide	2L-	1800-00	3600	00
2.	Ataleri	4p.	600-00	2400	00
			TOTAL	6000	00

M. Shekar
9000978917
14/02/22

INWARD
Inward No: 6945 Dt: 14/2/22
MRN No: 103756 Dt:
Received By: Sign: Nizam
MODI PROPERTIES PVT LTD. Sy.No. 82/1.

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 91237
Date: 18/2
Sign:

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction.

For **RITA SEEDS STORE**

Signature

Purchase Order

85323
31.01.22 4:53:34

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			
Rita Seeds	**Doc No**	85323	178377
Basheerbagh, Secunderabad.	**Doc Date**	08-02-2022	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	08-02-2022	
23222835,65168470 9949015953	**SupplyType**	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3124 - Chemicals - Nuvan - NA - ltrs	2.00	1,800.00	0.00	0.00	3,600.00
2	3103 - Chemicals - Blitex - NA - kgs	4.00	600.00	0.00	0.00	2,400.00
3	3144 - Chemicals - D.A.P - NA - Kgs	20.00	1,600.00	0.00	0.00	32,000.00
					Total Order Value . . .	**38,000.00**

Rupees : Thirty Eight Thousand Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
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 Towards Gardening 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 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

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ____________________

Name : ____________________

Date : __/__/____

Contact - -

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	08.02.2022
Site & Phase :	May Flower Platinum	Time:	12:52
Supplier		Req.No.	178377
Material required before date:	11.02.2022	ID No.	73663

No	Description	Size	Quantity	Units	Inward No	Date
1	Nuvan Liquid 1800	-	02	Ltrs		
2	Blito Powder 600	-	04	Pkts		
3	DAP-Fertilizer 1600	-	20	Kg's		
4						
5						
6	85323					
7						
8						
9						
10						
11						

Remarks: Towards Gardening use Purpose.

Prepared By	R.Ashok	Approved by	S.V.Subba Reddy
Sign.& Date	08.02.2022	Sign. & Date	

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

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