

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 17/2/22		Prepared by: P. Prabhakar		Serial no. 2066	
Supplier name: Reta Leeds				HO inward no.	
Firm/Company: GIVE		Project: Anupoor		HO received date	
PO/WO date: 17/2		PO/WO No. 85154		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	810	14/2/22	1250-00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				1250-00	
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	102754		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:				1250-00	
Amount E – PO / WO value:				1250-00	
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		21/2			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:					
Sign:					
Date					
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.

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.

Date... 14.02-2022

M/s.

810

Modi properties pvt Ltd.

Acc. bud.

85.15.4/128.365

Sl. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1.	Spuyer	1 No.		1250	-00
M. Sheckar 9000978912 14/02/22 IN WARD No: 91235 Date: 18/2 Sign: L INWARD Inward No: 18746 Dt: 14/2/22 MRN No: 103754 Dt: Received By: Sign: Nisam MODI PROPERTIES PVT. LTD. Sy.No. 82/1					
			TOTAL	1250	-00

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

For RITA SEEDS STORE

Signature

Purchase Order

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04-02-2022 18:07:42

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From Company : **Modi Properties Pvt.Ltd.**

5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003

G S T No. : 36AABCM4761E1ZM



85154

31.01.22 4:50:17

Supplier Details

Rita Seeds

Basheerbagh, Secunderabad.

GSTIN 36AKAPK8182D1Z8

23222835,65168470

9949015953

Doc No

85154

178365

Doc Date

04-02-2022

Quote No

Nil

Quote Date

03-02-2022

SupplyType

Supply

Suresh

or the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
Sprayer - NA - nos	1.00	1,250.00	0.00	0.00	1,250.00
Total Order Value . . .					1,250.00

isand Two Hundred Fifty 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**Penalty 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 garden 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.

Accepted the above Terms And Conditions

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

For **Rita Seeds**

Date : _/_/_

Name : _____

Name : _____

Contact :-

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		03.02.2022	
Site & Phase :		May Flower Platinum		Time:		10:45	
Supplier				Req.No.		178365	
Material required before date:		06.02.2022		ID No.		73480	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Sprayer For Garden	5 Lits	01	No's			
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: Towards Garden use purpose .							
Prepared By		R.Ashok		Approved by		S.V.Subba Reddy	
Sign.& Date		03.02.2022		Sign. & Date			

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

