

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

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Date: 21/02/22		Prepared by: Kavitha		Serial no. 2215	
Supplier name: vaishnavi Agencies		Project: MPL		HO inward no.	
Firm/Company: Modi Properties Pvt Ltd		PO/WO No. 85310		HO received date	
PO/WO date: 08/02/22		Scan ID			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	3217	9/02/22	15,293/-	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				15,293/-	
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report					
MRN nos.: 103491		Proof of delivery matches MRN		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Amount B – Other Credits : Transportation charges				-	
Amount C – Other Debits :				-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:				15,293/-	
Amount E – PO / WO value:				15,293/-	
Amount F – Difference (A – E):				-	
Quantity received as per PO /WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other			
Payment – due date		28/02/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Kavitha				
Sign:	21/02/22				
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.

Tax Invoice

(ORIGINAL FOR RECIPIENT)

**VAISHNAVI AGENCIES**

#6-4-44/2 , Bholakpur,  
Secunderabad  
GSTIN: 36ACUPC9341A1ZO  
GSTIN/UIN: 36ACUPC9341A1ZO  
State Name : Telangana, Code : 36  
E-Mail : okvaishnaviagencies@hotmail.com  
Buyer (Bill to)

**Modi Properties Pvt. Ltd.**

# 5-4-187/3 & 4 , 2nd Floor , M.G.Road, Secunderabad  
GSTIN/UIN : 36AABCM4761E1ZM  
State Name : Telangana, Code : 36  
Place of Supply : Telangana

Invoice No. **3217** Dated **9-Feb-22**  
Delivery Note Mode/Terms of Payment  
Reference No. & Date Other References  
Buyer's Order No. Dated  
**DOC.NO.85310 -178356** **8-Feb-22**  
Dispatch Doc No. Delivery Note Date  
Dispatched through Destination  
**BY ROAD** **Mallapur**  
Bill of Lading/LR-RR No. Motor Vehicle No  
**dt. 9-Feb-22** **TS10UB3122**  
Terms of Delivery  
**DELIVERY ADDRESS**  
**My Flower Platinum**  
**Sy.No.82/1,Mallapur,Nacharam**  
**Ph.No.7680971999**

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per Disc %	Amount
1	V BOARD - ( 1830mm X 1220mm ) - 6MM	6811	30.00 nos (720.00 SFT)	432.00	nos	12,960.00
						CGST 1,166.40
						SGST 1,166.40
						Round Off 0.20

Total 30.00 nos ₹ 15,293.00  
E & O E

Amount Chargeable (in words)

**INR Fifteen Thousand Two Hundred Ninety Three Only**

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
12,960.00	9%	1,166.40	9%	1,166.40	2,332.80
<b>Total:</b>		<b>1,166.40</b>		<b>1,166.40</b>	<b>2,332.80</b>

Tax Amount (in words)

**INR Two Thousand Three Hundred Thirty Two and Eighty paise Only**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

Customer's Seal and Signature

Company's Bank Details

A/c Holder's Name: **Vaishnavi Agencies**  
Bank Name: **KOTAK BANK**  
A/c No: **4812016747**  
Branch & IFS Code: **MUSHEERABAD & KKBK0007473**  
SWIFT Code:

for VAISHNAVI AGENCIES

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



# Purchase Order

Page(s) 1 Of 1

08-02-2022 15:29:17



Div. Copy

From Company : **Modi Properties Pvt.Ltd.**  
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 50000  
G S T No. : 36AABCM4761E1ZM

31.01.22 4:53:34

## Supplier Details

Vaishnavi Agencies  
#6-2-113/4 New Bhoiguda Secunderabad-3.

GSTIN 36ACUPC9341A1Z0

9246577571

Doc No	85310	178356
Doc Date	08-02-2022	
Quote No	nil	
Quote Date	08-02-2022	
SupplyType	Supply	

**Kind Attn : C.V.Pavankumar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2221 - Carpentry - wood - Bison Board - other - nos 6'x4'x6mm	30.00	432.00	0.00	18.00	15,292.80
<b>Total Order Value . . .</b>					<b>15,292.80</b>

Rupees : Fifteen Thousand Two Hundred Ninty Two and Paise Eighty Only.

## Terms and Conditions :-

Specification /	All items shall be of 'Bison' brand. Rs. 25/- per sft, including GST
Payment Terms	100% advance payment
Tax	Inclusive of all taxes
Delivery Date	Next day.
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penalty For Delay	Nil
Transportation	Included by us.
Warranty	Nil
Advance Paid	Rs. 15,293/- Vide cheq.no .... dtd.....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose.
Completion Date	Nil
Measurement	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 : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Vaishnavi Agencies**


Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

## Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		01.02.2022	
Site & Phase :		May Flower Platinum		Time:		10:53	
Supplier				Req.No.		178356	
Material required before date:			04.02.2022		ID No.		
No	Description	Size	Quantity	Units	Inward No	Date	
1	Bison boards	6'x4'	30	Nos	73434	17842	
2	L angle brackets	2"x2"	300	Nos			
3	Wooden screws	50mm x 8mm	40	Nos			
4							
5							
6							
7							
8							
9							
10							
Remarks: Towards Part II Ducts use purpose							
Prepared By		B.Nandini		Approved by		S.V.Subba Reddy	
Sign & Date		01.02.2022		Sign. & Date		02 FEB 2022	

Request for payment

Division	Purchase Department		
Pay to	Vaishnavi Agencies		
Towards	Purchase of Bison boards		
Amount	15,292-00	Payment / cheque date	14-2-22
Payment from company	Modi Properties Pvt Ltd		
Project	MPL		
Type of payment	<input checked="" type="checkbox"/> Advance <input type="checkbox"/> Part Payment <input type="checkbox"/> Balance Payment <input checked="" type="checkbox"/> Full Payment <input type="checkbox"/> PDC <input type="checkbox"/> Transfer <input type="checkbox"/> Other:		
Payment mode	<input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Payorder <input type="checkbox"/> RTGS/NEFT <input type="checkbox"/> Cash <input type="checkbox"/> Online payment <input type="checkbox"/> Payment by Happay card <input type="checkbox"/> Transfer to Happay card <input type="checkbox"/> Transfer to petro card <input type="checkbox"/> Other:		
Payment to be divided (attach statement)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
PO/WO no.	85310	Requisition no.	178356
Remarks/ Desc.	100% Advance payment		
Requested by:	Approved by:	Sign	Date
Prabhakar			09-02-22
			<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="margin: 0;"><b>APPROVED BY</b></p> <p style="margin: 0; font-size: 1.2em;"><b>10 FEB 2022</b></p> <p style="margin: 0; font-size: 0.8em;">SOHAM MODI MANAGING DIRECTOR</p> </div>

Note: 1. Use this note for all requests for payment. 2. Do not use for weekly site payments. 3. Use for all transfers to Happay or petro card.

Tax Invoice

(DUPLICATE FOR TRANSPORTER)

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A/c No: 4812016747  
Branch & IFS Code: MUSHEERABAD & KKBK0007473  
SWIFT Code:



Authorised Signatory