PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	25/02/22	Prepared by	Bhaskar	Serial no.	U-2461
Supplier name	Sri Balaji Enterprises			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
PO/WO date	13/1/22	PO/WO No.	84499	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	186	11/2/22	9735-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			9735-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	103566	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:			9375-00
Amount E – PO / WO value:			20,060-00
Amount F – Difference (A – E):			10,685-00
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	28/02/22		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Bhaskar			
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
25 FEB 2022
SR. MANAGER PURCHASE

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. **186**	Date **11-02-2022**
Due Date: **26-02-2022**	Place of supply **36-Telangana**
PO date **13-01-2022**	PO number **84499**
Vehicle Number **TS10UB-3122**	

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	FISCHER 5MM	3926	5MM	50	BOX	₹ 165.00	₹ 1,485.00 (18%)	₹ 9,735.00
	Total			**50**			**₹ 1,485.00**	**₹ 9,735.00**

Invoice Amount In Words

Nine Thousand Seven Hundred Thirty Five Rupees only

Amounts:

Sub Total	₹ 9,735.00
Total	**₹ 9,735.00**
Received	₹ 0.00
Balance	₹ 9,735.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
3926	₹ 8,250.00	9%	₹ 742.50	9%	₹ 742.50	₹ 1,485.00
Total	**₹ 8,250.00**		**₹ 742.50**		**₹ 742.50**	**₹ 1,485.00**

Terms and conditions:

Thanks for doing business with us!

N. Shelley
9000978917
11/02/22

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

For, SRI BALAJI ENTERPRISES

SRI BALAJI ENTERPRISES SBE HYD.

Authorized Signatory

INWARD

Inward No: 8729	Dt: 11/2/22
MRN No: 103566	Dt:
Received By:	Sign: Nizam
MODI PROPERTIES PVT. LTD. Sy.No. 82/1.	

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 91164
Date: 16/2
Sign:

Purchase Order

 17-01-2022 10:18:09 AM

Or 84499

08.01.22 11:42:54

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 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

Company Name:	Modi Properties Pvt Ltd	Date:	06.01.2022
Site & Phase :	May Flower Platinum	Time:	11:45
Supplier		Req.No.	178298
Material required before date:	10.01.2022	ID No.	72704

No	Description	Size	Quantity	Units	Inward No	Date
1	SS Screws 5mm	35mmx8mm	50	boxes		
2	Fishers 5mm	35mmx8mm	50	boxes		
3						
4						
5						
6	84499.					
7						
8						
9						
10						

Remarks: Towards part-2 grills fixing use purpose .

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

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