PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	10/3/22	Prepared by	Manoj	Serial no.	0 2802
Supplier name	Gautham Enterprises			HO inward no.	
Firm/Company	MIMRKhhp	Project	GHT	HO received date	
PO/WO date	21/12/21	PO/WO No.	83796	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1642	27/12/21	2350/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2350/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 101365	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:	2350/-
Amount E – PO / WO value:	2350/-
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	14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manoj	Prabhakar			
Sign:	Manoj	APPROVED			
Date	10/3/22	10 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

B. PRABHAKAR
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.

Form for closure of purchase order

Data required from site/engineers:	Material recived				
PO no.:	83796			PO date:	21/12/21
Req. no.:	140966			Req. date:	21/12/21
Material received		□ Part ☑ Full		MRN nos.:	101365
If material partially delivered then can balance material be ordered by new requisition/PO		□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	□ Yes □ No
Remarks by engineer:	—				

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
K. Sneha	Sneha	4/3/22	A. Suresh	[signature]	4/3/22

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: Bill not Received	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
I.N. [illegible]	[signature]	04-03-2022			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

~~Get bill~~

Make advice for ₹ credit.

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

 21-12-2021 14:26:21

Purchase Order

83796
15.12.21 11:28:56

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-50C
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Gautham Enterprises	**Doc No**	83796	140966
Shop No. 1-10-98/19, Begumpet, behind Panthalooms,Sec-Bad	**Doc Date**	21-12-2021	
	Quote No	Nil	
GSTIN 36ADIPA9683N12W NA	**Quote Date**	25-11-2021	
2776-3763 / 6633-8763 9848035963	**SupplyType**	Supply	

Kind Attn : Mr.Venkatesh Goud / Mrs. Saritha

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4011 - Consumables - Coffee Powder - NA - kgs	5.00	398.30	0.00	18.00	2,349.97
					Total Order Value . . .	**2,349.97**

Rupees : Two Thousand Three Hundred Fourty Nine and Paise Ninty Seven Only.

Terms and Conditions :-

Specification /	Brand is Cafe desire
Payment Terms	After delivery
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for Site refreshment 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 deli vary /DC can be sent by email.

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date: 6/03/2022

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory
23/12/2021
Name : ____________

Accepted the above Terms And Conditions
For *Gautham Enterprises*
Name : ____________
Date : __/__/____

Requisition Form

Company Name:	MMR Kowkur llp	Date:	21-12-2021
Site & Phase :	GHT	Time:	10:29
Supplier		Req. No.	140966
Material required before date:	23-12-2021	ID No.	72249

No	Description	Size	Quantity	Units	Inward No	Date
1	Coffee powder	1 kg	05	No.s		
	83796					
9						
10						

Remarks: - For ght site&sale ofifice use purpose			
Prepared By	K.Sneha	Approved by	A.Suresh
Sign.& Date	21-12-2021	Sign. & Date	21-12-21

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

APPROVED
21 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

TAX INVOICE (ORIGINAL FOR RECIPIENT)

Gautham Enterprises
1-10-98/19, Vallabh Nagar,Begumpet, Secunderabad
Pin-500016 Ph.27763763,40211963
GSTIN/UIN: 36ADIPA9683N1ZW
State Name : Telangana, Code : 36
E-Mail : gautham_entps2424@yahoo.com

Invoice No. **1642**	Dated **27-Dec-21**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References **TS10UB3123**
Buyer's Order No. **Po no: 83796 dt: 21-12-21**	Dated **27-Dec-21**
Dispatch Doc No.	Delivery Note Date
Dispatched through **Mr.Somesh**	Destination
Terms of Delivery	

Consignee (Ship to)
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4, IInd Floor
MG Road, Soham Mansion
Secunerabad-500003
GSTIN/UIN : 36ABLFM7631F1Z3
State Name : Telangana, Code : 36

Buyer (Bill to)
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4, IInd Floor
MG Road, Soham Mansion
Secunerabad-500003
GSTIN/UIN : 36ABLFM7631F1Z3
State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Nescafe Signature Premix**	21011200	18 %	**5 kg**	470.00	398.31	kg		**1,991.55**
	CGST Output - 9%					9	%		**179.24**
	SGST Output - 9%					9	%		**179.24**
	Less : ***Rounded Off***								**(-)0.03**
	Total			**5 kg**					**₹ 2,350.00**

Amount Chargeable (in words) E. & O.E
INR Two Thousand Three Hundred Fifty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
21011200	1,991.55	9%	179.24	9%	179.24	358.48
Total	**1,991.55**		**179.24**		**179.24**	**358.48**

Tax Amount (in words) : **INR Three Hundred Fifty Eight and Forty Eight paise Only**

Company's Bank Details
Bank Name : **Union Bank of India**
A/c No. : **022231043001908**
Branch & IFS Code : **Ameerpet Br & UBIN0802221**

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

for Gautham Enterprises

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

INWARD
Inward No: 11900 Dt: 27/12/21
MRN No: 101365 Dt: 28/12/21
Received By: Sign:
MEHTA & MODI REALTY KOWKUR LLP

92056
1013

GAUTHAM ENTERPRISES Secunderabad-16.