PURCHASE DIVISION
Advice for approval for credit to supplier

(e)

Date:	13/5/22	Prepared by	Mansu	Serial no.	
Supplier name	Shweta Computers			HO inward no.	
Firm/Company	MPPL	Project	Ho	HO received date	
PO/WO date	6/5/22	PO/WO No.	88016	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00002462	23/4/22	41,750/—	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	41,750/—

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	166936	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:	41,750/—
Amount E – PO / WO value:	41,750/-
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	23/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Mansu				
Sign:	Mansu	16 MAY 2022			
Date	13/5/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
MINISH PARIKH
MANAGER PROCUREMENT

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 Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
MODI PROPERTIES PVT.LTD.
#5-4-187/3 & 4 RANIJUNJ
SEC-BAD 66335551/9502199355
HYDERABAD - 500003
State : 36 - Telangana

Ship to:

Invoice No. : 00002462
Invoice Date : 23/04/2022
GSTIN : 36AABCM4761E1ZM
PAN : AABCM4761E

Sale Person : IRFAN

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	LAPTOP HP 15S-FQ2627TU (536C3PA) 5CD207CDYM	84713010	1	40750.00	34533.90	34533.90	9.00	3108.05	9.00	3108.05	0.00	0.00
2	CARRY CASE (42022990)	42022990	1	1000.00	847.46	847.46	9.00	76.27	9.00	76.27	0.00	0.00
						35381.36						
	CGST				9.00	3184.32						
	SGST				9.00	3184.32						
	Grand Total:		2			**41750.00**		**3184.32**		**3184.32**		

INWARD
Inward No: 71 Dt: 23/4/22
M.. No: 10693 Dt:
Received By: Sign:
MODI PROPERTIES

Rupees Forty-One Thousand Seven Hundred Fifty Only.

Bank Details :

HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SUMMIT SALES LLP
IN WARD
No: 9404
Date: 14/5
Sign:
R.R. DIST.

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Suneel Sir

Purchase Order

 06-05-2022 16:31:22

88016
27.04.22 12:24:11

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

Shweta Computers
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	88016	203012
Doc Date	06-05-2022	
Quote No	Nil	
Quote Date	06-05-2022	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5003 - Equipment - consumable durable - Laptop - NA - nos	1.00	41,750.00	0.00	0.00	41,750.00
					Total Order Value . . .	**41,750.00**

Rupees : Fourty One Thousand Seven Hundred Fifty Only.

Terms and Conditions :-

Specification /	All items shall be HP 15s FQ2627TU core I3/4GB/512SSD
Payment Terms	100% advance payment
Tax	Included in above prices.
Delivery Date	Within 7 days
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Included by us.
Warranty	1 year company warranty
Advance Paid	Rs. 41750/- Chq
Other Terms	We reserve the rights to reject items not confirming to quality and specifications. Above order for newly joined staff 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

Name : 07/05/2022

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	Modi Properties Pvt Ltd	Date:	25-04-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	203012
Material required before date:		ID No.	76218

No	Description	Size	Quantity	Units	Inward No	Date
1	HP Laptop		1	No		
2						
3						
4						
5						
6						
7	88016					
8						
9						
10						

MANAGER PROCUREMENT
MINISH PARIKH
05 MAY 2022
APPROVED

Remarks: This is for MD. Price 41750/- material purchased. Need to prepare PO in the name of Shwetha computers

Prepared By	K.Suneel	Approved by	
Sign.& Date	25-04-2022	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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

TAX INVOICE

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABAD TELANGANA HYDERABAD 500003
State Name 36 : Telangana
Phone 040 66143437,66143438,66143439.
Email Shwetacomputers@shwetagroup.com
GSTIN 36ACUPS2935A1ZZ
PAN ACUPS2935A

Invoice No.	00002462
Invoice Date	23/04/2022
GSTIN	36AABCM4761E1ZM
PAN	AABCM4761E
Sale Person	IRFAN

M/s.
MODI PROPERTIES PVT.LTD
#5-4-187/3 & 4 RANIGUNJ
SEC BAD 8833555 [illegible]
HYDERABAD : 500003
State : 36 : Telangana

Sl	Product Description	HSN/SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	LAPTOP HP 15S-FQ2627TU (536Q5PA) 5CD[illegible]	84713010	1	40750.00	34533.90	34533.90	9.00	3108.05	9.00	3108.05	0.00	[illegible]
2	CARRY CASE (42022990)	42022990	1	1000.00	847.46	847.46	9.00	76.27	9.00	76.27	0.00	[illegible]
						35381.36						
	CGST				9.00	3184.32						
	SGST				9.00	3184.32						
	Grand Total		2			41750.00		3184.32		3184.32		

INWARD
Inward No. 71 Date 23/4/22
106936
MODI PROPERTIES

Rupees : Forty-One Thousand Seven Hundred Fifty Only

Bank Details :
HDFC BANK PARADISE A/C NO. 50200010046114 IFSC HDFC0000042

Terms & Condition :
1. No warranty for burnt/Physical damage goods
2. For Warranty bring Product with box
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of invoice
7. No warranty on adaptor cables,earphone,other accessories & consumables products etc
8. Warranty on all the parts or equipments is as per Manufacturers standard policy and shall be directly provided by Manufacturers only

For SHWETA COMPUTERS

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM