PURCHASE DIVISION
Advice for approval for credit to supplier (E)

| Date: | 18/01/23 | Prepared by | Vanajakshi | Serial no. | 13331 |
|---|---|---|---|---|---|
| Supplier name | Reflections Electricals Pvt. Ltd | | | HO inward no. | |
| Firm/Company | MBMC | Project | methodist complex | HO received date | |
| PO/WO date | 3/01/23 | PO/WO No. | 95726 | Scan ID: | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 3940 | 4/01/23 | 1,434/- | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,434/- |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |

| MRN nos.: | 116398. | 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: | 1,434/- |
| Amount E – PO / WO value: | 1,434/- |
| 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 | 23/01/23 |
| Remarks: | |
| | |

95411

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajakshi | | | | |
| Sign: | Vanaja | | | | |
| Date | 18/01/23 | | | | |
| 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

Sales Invoice

| | | |
|---|---|---|
| **Reflections Electricals Pvt Ltd.**<br>5-4-187/7, M G Road & R P Road Junction<br>Ranigunj, Secunderabad 500003 T.S<br>Phone: 04027543785, 9705577776<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No.<br>**3940** | Dated<br>**4-Jan-2023** |
| | Delivery Note | Mode/Terms of Payment<br>**Against Delivery** |
| | Reference No. & Date.<br>**3940 dt. 4-Jan-2023** | Other References |
| Consignee (Ship to)<br>**Modi Builders Methodist Complex**<br>5-4-187/3&4, II Floor, MG Road, Secunderabad 500 003<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**95726/198134** | Dated<br>**3-Jan-2023** |
| | Dispatch Doc No. | Delivery Note Date |
| Buyer (Bill to)<br>**Modi Builders Methodist Complex**<br>5-4-187/3&4, II Floor, MG Road, Secunderabad 500 003<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Dispatched through<br>**Your Self** | Destination<br>**Methodist Complex, Abids** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **LED D/L Garnet Wave 12W 6500K D541265** | 940511 | 18 % | **1.0000 nos** | 675.00 | nos | **675.00** |
| 2 | **LED Batten 10W 6500K D531065** | 940511 | 18 % | **3.0000 nos** | 180.00 | nos | **540.00** |
| | | | | | | | 1,215.00 |
| | ***OUTPUT CGST*** | | | | | | **109.35** |
| | ***OUTPUT SGST*** | | | | | | **109.35** |
| | ***Rounding Off*** | | | | | | **0.30** |
| | Total | | | **4.0000 nos** | | | **₹ 1,434.00** |

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No. 6724
Date 9/1/23
Sign.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No. 03984
Date: 10/1/23
Sign:

Amount Chargeable (in words) E. & O.E

**INR One Thousand Four Hundred Thirty Four Only**

| HSN/SAC | Taxable Value | Central Tax | | State Tax | | Total Tax Amount |
|---|---|---|---|---|---|---|
| | | Rate | Amount | Rate | Amount | |
| 940511 | 1,215.00 | 9% | 109.35 | 9% | 109.35 | 218.70 |
| **Total** | **1,215.00** | | **109.35** | | **109.35** | **218.70** |

Tax Amount (in words) : **INR Two Hundred Eighteen and Seventy paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

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

**for Reflections Electricals Pvt Ltd.**

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

 04-01-2023 12:15:09 .Copy

95726
27.12.22 3:31:52

From Company : **Modi Builders Methodist Complex**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABFM2938C2ZK

| **Supplier Details** | | | |
|---|---|---|---|
| Reflections Electricals Pvt. Ltd.,<br>5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc No** | 95726 | 198134 |
| | **Doc Date** | 03-01-2023 | |
| | **Quote No** | nil | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 03-01-2023 | |
| 27543785.. 9849875767 | **SupplyType** | Supply | |

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 996900 - ELLE-Electrical - False Ceiling Down Lighter-6500K-Wipro-D541265 - 12W - Nos | 1.00 | 675.00 | 0.00 | 18.00 | 796.50 |
| 2 | 508600 - ELTU-Electrical - LED Tube Light-6500K-Wipro-D531065 - 600mmX10W - Nos | 3.00 | 180.00 | 0.00 | 18.00 | 637.20 |
| | | | | **Total Order Value . . .** | | **1,433.70** |

Rupees : One Thousand Four Hundred Thirty Three and Paise Seventy Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Wipro' brand. |
| **Payment Terms** | Within 7 days of delivery. |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Within 3days |
| **Delivery Location** | Methodist Complex<br>Opp Chermas, Abids Main Road, Hyderabad.<br>Phone. Contact: Eng. 9100039547 |
| **Penality For Delay** | Nil |
| **Transportation** | Transport cost shall be borne by us. |
| **Warranty** | 5 yrs |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for MBMC site work 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 |

For *Modi Builders Methodist Complex*

Authorised Signatory

Name : 04/01/2023

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name : ______

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name | MBMC | Date | 2023-01-03 |
| Site & Phase | [illegible] | | |
| Unit No /Block No | | | |
| Supplier | | Req No | 198134 |
| Material required before date | URGENT | ID No | 83089 |

| S No | Item | Qty | Approved Qty |
|---|---|---|---|
| 1 | PLCP3381-Plumbing-CP Pillar Cock----Nos | 1 | 1 |
| 2 | PLCP7374-Plumbing-CP Angle Cock----Nos | 2 | 2 |
| 3 | PLUM9961-Plumbing-PVC Connection---600mm-Nos | 2 | 2 |
| 4 | SACP7647-Sanitary CP-PVC Waste Pipe----Nos | 1 | 1 |
| 5 | PAIN3167-Paints-White cement--Birla-25Kgs-Bags | [illegible] | [illegible] |
| 6 | PLCP7101-Plumbing-CP Double Sq Jali---Nos | - | - |
| 7 | SACP3298-Sanitary CP-Wall Hung WC Rack Bolts--Fisher--Pairs | 1 | 1 |
| 8 | ELEC3452-Electrical-LED Tube Light-6500K-Wipro D531065-600mmX10W-Nos | 3 | 3 |
| 9 | ELEC4059-Electrical-False Ceiling Down Lighter-6500K-Wipro D541265-12W Nos | [illegible] | [illegible] |
| 10 | | | |

PO 95723.

9989

PO 95726.

675 +18.

Remarks: Above material order for MBMC site work purpose

| | | | |
|---|---|---|---|
| | Engineer | Project Manager | MD |
| Prepared By | Meenakshi | | |
| Approved By | | | |
| Sign & Date | | | |

APPROVED

04 JAN 2023

MINISH PARIKH

MANAGER PROCUREMENT