PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	17/04/23	Prepared by	V. RAVI	Serial no.	16387
Supplier name	Shweta Computers & Peripherals			HO inward no.	
Firm/Company	MRPLLP	Project	N.G.H	HO received date	
PO/WO date	15.02.23	PO/WO No.	97192.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	72465	22/02/23	9400.00	✓ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9400.00
Proof of delivery by way of: ✓ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	117965	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:	9400.00
Amount E – PO / WO value:	9399.88
Amount F – Difference (A – E):	0.12
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	19/4/23.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		17/4/23			
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.

MODI PROPERTIES PVT. LTD. INWARD No. 839 Date Sign

Form for closure of purchase order

PO no.:	97192	PO date:	15/2/23	Req. no.:	182328	Advice Scan ID	
Barcoded PO available	□ Y/☑N	Invoice original available	☑Y/□N /□Copy available			POD available	☑Y/□ N

Data required from site/engineers:

MRN nos. related to PO: 117965		
□ Part material received.	☑ Full material received.	□ Material not received.
□ Close PO – Balance material will be re-ordered by new requisition.		
□ Cancel PO. Material not required.	□ Cancel PO. Material will be re-ordered by new requisition	
□ Keep PO open. Material required.	□ Keep PO open. Work under progress.	
Remarks by engineer: close PO. Full material received.		

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

Prepared by: Sravani. A	Sign:	Date: 8/4/23

Data required from accounts:

□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Bill not received against this P.O

Prepared by: Rukmini	Sign:	Date: 12/04/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	72465	22/2/23	9400.00	117965.
2.				
3.				

Remarks: Need MD's Approval for enclosed here.

Prepared by: Ravi	Sign:	Date: 13/4/23.

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
☑	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
17 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 08-04-2023 17:16:43 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Pocharam LLP**
5-4-183/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36ABIFM1836H1Z7

Supplier Details			
Shweta Computers & Peripherals	**Doc No**	97192	182328
Shop No. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane,Secunderabad - 500 003.	**Doc Date**	15-02-2023	
	Quote No	Nil	
GSTIN -	**Quote Date**	28-11-2022	
66143437, 66143438 9866777885	**SupplyType**	Supply	

Kind Attn : Mr. Dinesh Heda

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	760500 - COMP-Peripherals - Router-Sim Based-TP Link - NA - Nos	2.00	3,983.00	0.00	18.00	9,399.88
					Total Order Value . . .	**9,399.88**

Rupees : Nine Thousand Three Hundred Ninty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 3 days
Delivery Location	Nilgiri Heights pocharam Phone. .9849497484
Penality For Delay	Nil
Transportation Cost	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 main gate CC camera and back side gate cameras purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery Location GHT, Contact preson Mr. Suresh , mobile no 9502232100.

For ***Modi Realty Pocharam LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shweta Computers & Peripherals***

Date : _/_/__

Name : __________

Name : __________

GST TAX INVOICE

☐ Original for Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS & PERIPHERALS

SHOP NO. 1A, 2A, 58A, 59A, CELLAR
CHENOY TRADE CENTRE, PARKLANESECUNDERABAD, 500003
Phone : 04066387449
GSTIN : 36AAUFS5784P1ZV
PAN : AAUFS5784PState Name 36 - Telangana

Bill To
MODI REALITY POCHARAM LLP
5-4-187/3 AND 4, SOHAM MANSION, M G
ROAD, M G ROAD, SECUNDERABAD
SECUNDERABAD - 500003
State 36 - Telangana
GSTIN 36ABIFM1836H1Z7
PAN ABIFM1836H

Invoice No. : 72465
Invoice Date : 22/02/2023
Due Date : 22/02/2023

PO No : 97192 182328
PO Dt : 15/02/2023 00:00:00
IRN : 1b9cf69bd633c532bae46eeed79c5471fa944ae9da296 6d8c48b55d58fd21e9

Ship to
Nilgiri Heights
pocharam
Phone 9849497484

Sl	Product Description	HSN/ SAC Code	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	ROUTER TP LINK 4G MR6400	85176290	2	4700.00	3983.05	7966.10	9.00	716.95	9.00	716.95	0.00	0.00
						7966.10						
	CGST			9.000		716.95						
	SGST			9.000		716.95						
	Grand Total:		2			9400.00		716.95		716.95		

Rupees Nine Thousand Four Hundred Only.

E.&O.E

Bank Details :
A/C NO IFSC

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 the date
4. All disputes are subject to secunderabad 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 Manufacturer standard policyand shall be directly

12524 01/3/23
(1179)
Rishav

For SHWETA COMPUTERS & PERIPHERALS

SHWETA COMPUTERS & PERIPHERALS SECUNDERABAD

Authorised Signatory

GST TAX INVOICE

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

SHWETA COMPUTERS & PERIPHERALS

SHOP NO. 1A, 2A, 58A, 59A, CELLAR
CHENOY TRADE CENTRE, PARKLANESECUNDERABAD, 500003
Phone : 04066387449
GSTIN : 36AAUFS5784P1ZV
PAN : AAUFS5784PState Name 36 - Telangana

Bill To :
MODI REALITY POCHARAM LLP
5-4-187/3 AND 4, SOHAM MANSION, M G ROAD, M G ROAD, SECUNDERABAD, SECUNDERABAD - 500003
State : 36 - Telangana
GSTIN :36ABIFM1836H1Z7
PAN :ABIFM1836H

Invoice No. : 72465
Invoice Date : 22/02/2023
Due Date : 22/02/2023

PO No. : 97192 182328
PO Dt. : 15/02/2023 00:00:00
IRN : 1b9cf69bd633c532caa46eeed79c5471fa944ae9de2f96 6d8c48b55d58fd21e9

Ship to:
Nilgiri Heights
pocharam
Phone. 9849497484

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						7966.10						
	CGST			9.000		716.95						
	SGST			9.000		716.95						
	Grand Total:		**2**			**9400.00**		**716.95**		**716.95**		

Rupees Nine Thousand Four Hundred Only.

E.&O.E

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A/C NO : , **IFSC**:

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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 policyand shall be directly

INWARD
Inward No: 12524 Dt: 01/3/23
MRN No: 117965 Dt: 2/3/23
Received By: Bishnu Sign:
NILGIRI HEIGHTS

For **SHWETA COMPUTERS & PERIPHERALS**

SHWETA COMPUTERS & PERIPHERALS SEC'BAD

Authorised Signatory

Regd. Office: 1A, 2A, 58A, 59A, CELLAR, CHENOY TRADE CENTRE, PARKLANE GST NO:-36AAUFS5784P1ZV GST NO:-36AAUFS5784P1ZV 500003