# MEMO

| Date & From | TO & REMARKS |
|---|---|
| 23.01.25 | To, |
| (RAVI) | MD Sir, |
| | Reflections Electricals has been supplied LED lights @ 30 No's of Vista Homes Owners Association in the period Bill dtd 23/12/2020, but these bill not accounted in our BOOKS due to as already Project handedover to Association. (Confirmed by Rajyalaxmi Madam). |
| | Now vendor is asking Payment. PO value Rs. 18,144/- |
| | Hence please advise me sir. |
| | Pay for Vista Homes. Debit to Association! |
| | APPROVED BY 23 APR 2025 SOHAM MODI |

PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 29/12/2020 | Prepared by: | NEHA .C |
| PO/WO no. | 73192 | PO / WO Date. | 22/12/20 |
| Supplier Name | Reflections Electricals | PO/WO amount | 25,300.8/- |
| Firm/Company | Vista Homes owners Association | Project | Vista Homes |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 2431 | 23/12/20 | 18,144/- |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 18,144/- |

| Sl. No. | DC No | DC Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | | | 86735 | □ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ 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: | 18,144/- |
| Amount E – PO / WO value: | 25,301/- |
| Amount F – Difference (A – E): GST-18% | 7157/- |

| | |
|---|---|
| Quantity received as per PO /WO | □ Yes □ Excess received □ Short received □ Other (explained below) |
| Is difference between PO / Bill acceptable? | ~~□ Yes □ No (explained below)~~ |
| Excess / short material received | ~~□ Approved – within acceptable limits~~ □ No (explained below) |
| Close PO / W?O | □ Yes □ No – wait for balance material □ No (explained below) |
| Advance paid / PDC given (deduct when paying) | □ Yes – Rs. ____/- □ No |
| Payment – due date | 01/01/2021 |
| Remarks: | Rate difference can be accepted |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | MD | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | Neha | [signature] | | | | | |
| Date | 29/12/20 | 30/12 | | | | | |

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

# Tax Invoice

| | | |
|---|---|---|
| **Reflections Electricals Pvt Ltd.**<br>5-4-187/7, M G Road & R P Road Junction<br>Karbala Maidan, M G Road<br>Secunderabad - 500 003, T.S.<br>TELE:27543785 Mb: 970 55 77 77 6<br>GSTIN/UIN: 36AADCR2047Q1ZZ<br>State Name : Telangana, Code : 36<br>E-Mail : reflections_hyderabad@yahoo.com | Invoice No.<br>**2431** | Dated<br>**23-Dec-2020** |
| | Delivery Note<br>**704** | Mode/Terms of Payment<br>**Against Delivery** |
| | Supplier's Ref.<br>**2431** | Other Reference(s) |
| Buyer<br>**Vista Homes Owners Association**<br>5-4-187/3&4, II Floor<br>MG Road, Secunderabad 500 003<br>Telangana<br>State Name : Telangana, Code : 36<br>Place of Supply : Telangana | Buyer's Order No.<br>**73192/180512** | Dated<br>**22-Dec-2020** |
| | Despatch Document No. | Delivery Note Date<br>**23-Dec-2020** |
| | Despatched through<br>**Your Self** | Destination<br>**Kapra** |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Amount |
|---|---|---|---|---|---|---|---|
| 1 | **LED Bulk Head 10W 6500K DA11065** | 9405 | 12 % | **30 No's** | 540.00 | No's | **16,200.00** |
| | ***OUTPUT CGST*** | | | | | | **972.00** |
| | ***OUTPUT SGST*** | | | | | | **972.00** |
| | Inward No: 25518 Dt: 24/12/20<br>86735<br>Nikhil | | | | | | |
| | Total | | | **30 No's** | | | **₹ 18,144.00** |

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No: 12656 Date: 28/12 Sign: Rekha

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

**INR Eighteen Thousand One Hundred Forty Four Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 9405 | 16,200.00 | 6% | 972.00 | 6% | 972.00 | 1,944.00 |
| **Total** | **16,200.00** | | **972.00** | | **972.00** | **1,944.00** |

Tax Amount (in words) : **INR One Thousand Nine Hundred Forty Four Only**

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

Company's VAT TIN : **28163593748**
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 SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

# Purchase Order

 22-12-2020 17:46:10 Original / 73192

16.12.20 11:40:30

From Company : **Vista Homes Owners Association**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : .

| **Supplier Details** | | | |
|---|---|---|---|
| Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 | **Doc No** | 73192 | 180512 |
| | **Doc Date** | 22-12-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AADCR2047Q1ZZ 27540307 | **Quote Date** | 24-06-2020 | |
| 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 | 4746 - Electrical - other - LED Lights - NA - nos<br>*DA11265* | 30.00 | 753.00 | 0.00 | 12.00 | 25,300.80 |
| | | | | | **Total Order Value . . .** | **25,300.80** |

Rupees : Twenty Five Thousand Three Hundred and Paise Eighty Only.

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of 'Wipro' brand. |
| **Payment Terms** | Within 7 days of delivery. |
| **Tax** | Inclusive of all taxes |
| **Delivery Date** | Within 7 to 10 days |
| **Delivery Location** | Vista Homes<br>Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school<br>Phone. Contact: 8790166611 |
| **Penality For Delay** | Nil |
| **Transportation Cost** | 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 Compound wall purpose |
| **Completion Date** | Nil |
| **Measurment** | Nil |
| **Security** | Nil |
| **Remarks** | Installation chagres extra Rs.500/- per piece. |

For *Vista Homes Owners Association*

Authorised Signatory

Name:

Contact

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name :

Date : __/__/__

# Requisition Form

| | | | | |
|---|---|---|---|---|
| ompany Name: | VISTAHOMES OWNERS ASSOCIATION | | Date: | 21.12.2020 |
| te & Phase : | PHASE-1 | | Time: | 15:40 |
| upplier | | | Req, No. | 180512 |
| laterial required before date: | 24.12.2020 | | ID No. | 62500 |

| o | Description/Brand/Model No | Warm or White | Wattage | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|---|
| 1 | Wipro fitting-DA11265 | White | 12W | 30 | No's | | |
| 2 | 73192 | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | APPROVED 22 DEC 2020 MINISH PARIKH MANAGER PROCUREMENT | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 0 | | | | | | | |

emarks; **For West side Compound wall lighting purpose.**

| | | | | |
|---|---|---|---|---|
| ared By | T.MADHU | | Approved by | |
| ign.& Date | 21.12.2020 | | Sign. & Date | |

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