PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/7/20	Prepared by:	Prabhakar
PO/WO no.	67139	PO / WO Date.	14.5.20
Supplier Name	Summit Sales LLP	PO/WO amount	2699.14
Firm/Company	Matrix Rerow Ret. Ltd	Project	United Avenue
Sl. No.	Bill No.	Bill Date	Bill amount
1.	11323	23.5.20	2,699.14
2.			
3.			
4.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2699.14

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	9436	23.5.20		☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits :	—
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2699.14
Amount E – PO / WO value:	2699.14
Amount F – Difference (A – E):	—

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	18/7
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:							
Date		9/7					

APPROVED 09 JUL 2020 MINISH PARIKH MANAGER PROCUREMENT

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. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		Invoice No.	11323
Matrix Recon Pvt Ltd		Invoice Date.	23-05-2020
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS		PO No.	67139
		PO Date.	14-05-2020
		Req ID	56839
		Req Date	14-05-2020
GSTIN :	27AAECM9665L1ZQ	Loc Req No	16160

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9600 - Tools - mask - NA - Nos		10	10.50	105.00	5	0.00
2	4113 - Consumables - sodium hypoclorite - 5 Ltrs -		1	892.50	892.50	18	0.00
3	4112 - Consumables - Sanitizer - 500 ml - Nos		1	200.00	200.00	12	0.00
4	9600 - Tools - mask - NA - Nos FaceSheilds		1	70.00	70.00	18	0.00
5	4022 - Consumables - Dettol - NA - nos Hand wash	3401	3	65.00	195.00	18	0.00
6	9572 - Tools - Sprayer - NA - nos spray machine		1	892.00	892.00	12	0.00
7							
8							
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14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	2,354.50		0.00
0.00			Total Invoice Amount	2,699.14		

Rupees : Two Thousand Six Hundred Ninty Nine and Paise Fourteen Only.

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No: 6583 Date: 26/5/20 Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 08-07-2020 14:24:14 Original / Office Copy / Purchase Div.Copy

From Company : **Matrix Recon**
5-4-187/3&4,II nd floor, MG Road, Secunderabad-500003
G S T No. :

Supplier Details			
Summit Sales LLP	**Doc No**	67139	16160
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	14-05-2020	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-05-2020	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9600 - Tools - mask - NA - Nos	10.00	10.50	0.00	5.00	110.25
2	4113 - Consumables - sodium hypoclorite - 5 Ltrs - Nos	1.00	892.50	0.00	18.00	1,053.15
3	4112 - Consumables - Sanitizer - 500 ml - Nos	1.00	200.00	0.00	12.00	224.00
4	9600 - Tools - mask - NA - Nos *FaceSheilds*	1.00	70.00	0.00	18.00	82.60
5	4022 - Consumables - Dettol - NA - nos *Hand wash*	3.00	65.00	0.00	18.00	230.10
6	9572 - Tools - Sprayer - NA - nos *spray machine*	1.00	892.00	0.00	12.00	999.04
					Total Order Value . . .	**2,699.14**

Rupees : Two Thousand Six Hundred Ninty Nine and Paise Fourteen Only.

Bill not Received
Swathi

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	Next Day.
Delivery Location	United Avenues Kokapet, Narsingi. Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for staff safety use purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Matrix Recon***
Authorised Signatory

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Date : __/__/____

Name : ______________________

Name : ______________________

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	9436
Matrix Recon Pvt Ltd	DC Date.	23-05-2020
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	PO No.	67139
	PO Date.	14-05-2020
	Req ID	56839
	Req Date	14-05-2020
GSTIN : 27AAECM9665L1ZQ	Loc Req No	16160

	Description of Goods	HSN/SAC	Qty
1	9600 - Tools - mask - NA - Nos		10
2	4113 - Consumables - sodium hypoclorite - 5 Ltrs - Nos		1
3	4112 - Consumables - Sanitizer - 500 ml - Nos		1
4	9600 - Tools - mask - NA - Nos		1
5	4022 - Consumables - Dettol - NA - nos	3401	3
6	9572 - Tools - Sprayer - NA - nos		1
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MODI PROPERTIES PVT. LTD. ★SEC★
INWARD
No: 3861
Date: 08/07/20
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory