PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	5/8/20.	Prepared by:	SOWMYA
PO/WO no.	69295.	PO / WO Date.	30/7/20
Supplier Name	S.S Computers	PO/WO amount	1,770.
Firm/Company	Modi properties pvt Ltd.	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1.	015	17/6/20.	1,770
2.			
3.			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,770.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	1,770
Amount E – PO / WO value:	1,770
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	**14.8.2020**

Remarks**:**

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya						
Date	5/8/20.						

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 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

(ORIGINAL FOR RECIPIENT)

S.S Computers 5-2-199/200/A/4, 1st FLOOR, DISTILLERY ROAD, RANIGUNJ, SECUNDERABAD-500003 GSTIN/UIN: 36AAWPY3653P1ZE State Name : Telangana, Code : 36 E-Mail : mahendra74@gmail.com	Invoice No. **015**	Dated **17-Jun-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **MODI PROPERTIES PVT LTD** 5-4-187/3&4, 2nd FLOOR, SOHAM MANSION M.G ROAD SECUNDERABAD GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Buyer's Order No. 69295	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**CHARGER** *FOR LAPTOP.*	8504	18 %	**1 Nos**	1,500.00	Nos	**1,500.00**
	Output CGST						**135.00**
	Output SGST						**135.00**
	Total			**1 Nos**			**₹ 1,770.00**

E. & O.E

Amount Chargeable (in words)

Indian Rupees One Thousand Seven Hundred Seventy Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8504	1,500.00	9%	135.00	9%	135.00	270.00
Total	**1,500.00**		**135.00**		**135.00**	**270.00**

Tax Amount (in words) : **Indian Rupees Two Hundred Seventy Only**

Company's Bank Details
Bank Name : **City Union Bank Ltd.,**
A/c No. : **510909010082782**
Branch & IFS Code : **HIMAYATNAGAR & CIUB0000061**

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

for S.S Computers

Authorised Signatory

S.S COMPUTERS RANIGUNJ SEC'BAD-500 003.

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 67986
Date 4/8
Sign.

Bill attached.

Purchase Order

 30-07-2020 14:46:17

69295
31.07.20 12:12:35

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			
S.S.COMPUTERS 5-2-199/200/A,1st Floor, Distillery Road, Ranigunj,Hyderabad,Telangana. **GSTIN** 36AAWPY3653P1ZE 9866106959	**Doc No**	69295	16372
	Doc Date	30-07-2020	
	Quote No	Nil	
	Quote Date	30-07-2020	
	SupplyType	Supply	

Kind Attn : Mahendra Kumar Yadagiri

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5133 - Equipment - other - Battery Charger - NA - nos *Acer laptop charger*	1.00	1,500.00	0.00	18.00	1,770.00
					Total Order Value . . .	**1,770.00**

Rupees : One Thousand Seven Hundred Seventy 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	Next Day.
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 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. Aboe order for Minish laptop charging purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

30/07/2020

Name :

Accepted the above Terms And Conditions

For ***S.S.COMPUTERS***

Name :

Date : __/__/____

MEMO

DATE & FROM:	TO & REMARKS. PVR
06/06/2020	To,
MANISH	MD SIR, Adaptor.
	Laptop ~~code~~ not working. Please
	give approval to buy a new
	code !!
	APPROVED BY 06 JUN 2020 SOHAM MODI MANAGING DIRECTOR

PO
69295

Company Name	Modi Properties Pvt Ltd					
Site & Phase	Head Office			Requisition No.		16372
Date	30-7-20	Time	2: 00 PM			58859
Supplier						
Material required before				Time:		

Sl. No.	Description	SIZE	QTY	UNITS
1.	Acer Laptop Charger		1	NOS

Remarks: For Minish sir Laptop Purpose

			ID. No:	
Prepared By:	V.Ravali	Approved By:		
Sign. & Date:	30-07-2020	Sign. & Date:		

APPROVED
30 JUL 2020
MINISH PARIKH
MANAGER PROCUREMENT