PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 11/8/20. | Prepared by: | SOWMYA |
| PO/WO no. | 69366. | PO / WO Date. | 3/8/20 |
| Supplier Name | sslp. | PO/WO amount | 2,928 |
| Firm/Company | Matrix recon pvt ltd. | Project | Matrix recon pvt ltd |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1. | 12669. | 10/8/20. | 2,928 |
| 2. | | | |
| 3. | | | |
| 4 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 2,928 |

| Sl. No. | DC No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 10683 | 10/8/20 | – | ☑ 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: | | | | 2,928 |
| Amount E – PO / WO value: | | | | 2,928 |
| 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 | 11/8/20 | | | | | | |

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 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. | 12669 |
|---|---|---|
| Matrix Recon Pvt Ltd | Invoice Date. | 10-08-2020 |
| United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS | PO No. | 69366 |
| | PO Date. | 03-08-2020 |
| | Req ID | 58930 |
| | Req Date | 03-08-2020 |
| GSTIN : 27AAECM9665L1ZQ | Loc Req No | 16378 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 10 | 230.00 | 2,300.00 | 12 | 0.00 |
| 2 | 7539 - Stationery - other - Labels - NA - sheets | | 20 | 2.20 | 44.00 | 18 | 0.00 |
| 3 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 10 | 5.50 | 55.00 | 12 | 0.00 |
| | blue | | | | | | |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 10 | 6.00 | 60.00 | 18 | 0.00 |
| 5 | 7584 - Stationery - other - Scribbling Pads - other - | | 10 | 15.00 | 150.00 | 12 | 0.00 |
| 6 | | | | | | | |
| 7 | | | | | | | |
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| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | Total Taxable Amount | 2,609.00 | | 0.00 |
|---|---|---|---|---|---|---|
| 0.00 | | | Total Invoice Amount | | 2,928.32 | |

Rupees : Two Thousand Nine Hundred Twenty Eight and Paise Thirty Two Only.

**for Summit Sales LLP**

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 68226
Date 12/8
Sign.

*Authorised signatory*

Subject to Hyderabad Jurisdiction

# Purchase Order

 03-08-2020 13:56:50

69366
31.07.20 12:25:05

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** | 69366 | 16378 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 03-08-2020 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 03-08-2020 | |
| 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 | 7555 - Stationery - other - Paper - A4 - bundles | 10.00 | 230.00 | 0.00 | 12.00 | 2,576.00 |
| 2 | 7539 - Stationery - other - Labels - NA - sheets | 20.00 | 2.20 | 0.00 | 18.00 | 51.92 |
| 3 | 7560 - Stationery - other - Pen - NA - nos<br>*blue* | 10.00 | 5.50 | 0.00 | 12.00 | 61.60 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 10.00 | 6.00 | 0.00 | 18.00 | 70.80 |
| 5 | 7584 - Stationery - other - Scribbling Pads - other - nos | 10.00 | 15.00 | 0.00 | 12.00 | 168.00 |
| | | | | | **Total Order Value . . .** | **2,928.32** |

Rupees : Two Thousand Nine Hundred Twenty Eight and Paise Thirty Two Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | As per details given in the quotation. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next Working Day. |
| **Delivery Location** | United Avenues<br>Kokapet, Narsingi.<br>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.Above order for Site office purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

For ***Matrix Recon***
Authorised Signatory

04/08/2020

Name : ______

Contact - -

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

Name : ______

Date : __/__/____

# Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | MatrixRecon | Date: | 30-07-2020 |
| Site & Phase : | United Avenues | Time: | 11:20 am |
| Supplier | | Req. No. | 58930-16378 |
| | | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Paper Bundle | A4 | 10 | no's | | |
| 2 | Stick Paper | | 20 | no's | | |
| 3 | Blue Pen | | 10 | no's | | |
| 4 | Stapler Pins | | 10 | no's | | |
| 5 | Note Pad | | 10 | no's | | |
| 6 | PO 69366 | | | | | |
| 7 | | | | APPROVED 03 AUG 2020 | | |
| 8 | | | | | | |
| 9 | | | | MINISH PARIKH MANAGER PROCUREMENT | | |
| 10 | | | | | | |

Remarks:

| | | | |
|---|---|---|---|
| Prepared By | Md. Ahmedullah Khan | Approved by | |
| Sign.& Date | Ahmed | Sign. & Date | |

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

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. | 10683 |
|---|---|---|
| Matrix Recon Pvt Ltd | DC Date. | 10-08-2020 |
| United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS | PO No. | 69366 |
| | PO Date. | 03-08-2020 |
| | Req ID | 58930 |
| | Req Date | 03-08-2020 |
| GSTIN : 27AAECM9665L1ZQ | Loc Req No | 16378 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 10 |
| 2 | 7539 - Stationery - other - Labels - NA - sheets | | 20 |
| 3 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 10 |
| 4 | 7594 - Stationery - other - Stapler pin - other - boxes | 7415 | 10 |
| 5 | 7584 - Stationery - other - Scribbling Pads - other - nos | | 10 |
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**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

*Authorised signatory*