

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/09/2020	Prepared by:	MINISH
PO/WO no.	69757	PO / WO Date.	24/08/2020
Supplier Name	Shweta Computers	PO/WO amount	9300/-
Firm/Company	MPL	Project	H10
Sl. No.	Bill No.	Bill Date	Bill amount
1.	12605	29/08/2020	9,300/-
2.			
3.			
4.			

Amount A – Bills total(Excluding Transport & Hamali Charges):

9300/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12605	29/08/2020	82750	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No

Amount B – Other Credits :-

Amount C – Other Debits :-

Amount D (D=A+B-C) – Amount to be credited to the supplier:

9300/-

Amount E – PO / WO value:

9,300/-

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

Advance Paid 9,300/-

Remarks:

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

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

Purchase Order

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24-08-2020 4:39:43 PM



69757

21.08.20 11:16:08

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details

Shweta Computers
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane,
Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	69757	16411
Doc Date	24-08-2020	
Quote No	Nil	
Quote Date	24-08-2020	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4070 - Consumables - Batteries - other - nos	1.00	5,600.00	0.00	0.00	5,600.00
2 3529 - Computers and Peripherals - Hard Disk - NA - Nos	1.00	3,700.00	0.00	0.00	3,700.00
Total Order Value . . .					9,300.00

Rupees : Nine Thousand Three Hundred Only.

Terms and Conditions :-

Specification / Brand All items shall be of Dell Brand
Payment Terms 100% as advance
Tax Inclusive of all taxes
Delivery Date Next Working Day.
Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551
Penalty For Delay Nil
Transportation Cost Transport cost shall be borne by us.
Warranty 1 yr
Advance Paid Rs..... vide cheq....
Other Terms We reserve the right to reject items not conforming to quality and specifications. Above order for Aruna madum Laptop purpose
Completion Date Nil
Measurment Nil
Security Nil
Remarks

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Date : ___/___/___

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		14-08-2020	
Site & Phase :		Head Office		Time:			
Supplier				Req. No.		16411	
Material required before date:					ID No.		59197
No	Description	Size	Quantity	Units	Inward No	Date	
1	Laptop Battery - 5600		1	No			
2	500 GB HDD - 3700		1	No			
3	1 TB	69757					
4	showta computers						
5							
6							
7							
8							
9							
10							
Remarks: This is for Aruna Madam Laptop							
Prepared By		Suneel		Approved by			
Sign. & Date		14-08-2020		Sign. & Date			


APPROVED BY
19 AUG 2020
SOHAM MODI
MANAGING DIRECTOR

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