

PURCHASE DIVISION
Advice for approval for credit to supplier

Barcode & Signatures

Date:	28/10/20.		Prepared by:	D.SOWMYA			
PO/WO no.	70744		PO / WO Date.	25/9/20			
Supplier Name	Sslip.		PO/WO amount	1,732			
Firm/Company	Matrix Recon Pvt Ltd		Project	Matrix recon Pvt Ltd.			
Sl. No.	Bill No.	Bill Date	Bill amount				
1	13819	28/10/20.	1,732				
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,732				
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11722	28/10/20		☒ 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:			1,732				
Amount E – PO / WO value:			1,732				
Amount F – Difference (A – E): GST-18%							
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		31.10.2020					
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	<i>[Signature]</i>						
Date	28/10/20	28/11					

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

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

1 of 1 : 23-10-2020

Customer Details				Invoice No.	13819		
Matrix Recon Pvt Ltd United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS GSTIN : 27AAECM9665L1ZQ				Invoice Date.	23-10-2020		
				PO No.	70744		
				PO Date.	25-09-2020		
				Req ID	60196		
				Req Date	25-09-2020		
				Loc Req No	166171		
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4104 - Consumables - Saree - NA - Nos	5407	3	550.00	1,650.00	5	0.00
	Reshma - Uniform (Saree)						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST		CGST		SGST		Total Taxable Amount	
0.00						1,650.00	
				Total Invoice Amount		1,732.50	
Rupees : One Thousand Seven Hundred Thirty Two and Paise Fifty Only.							

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order

Page(s) 1 Of 1

17-11-2020 17:48:46

Original / Office Copy / Purchase Div. Copy

From Company : **Matrix Recon**
5-4-187/384, II nd floor, MG Road, Secunderabad-500003
G S T No. :

Supplier Details

Summit Sales LLP
5-4-187/384, II nd floor, Soham Mansion, MG Road, Secunderabad

Doc No	70744	166171
Doc Date	25-09-2020	
Quote No	Nil	
Quote Date	25-09-2020	
SupplyType	Supply	

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Kind Attn : **Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4104 - Consumables - Saree - NA - Nos Reshma - Uniform (Saree)	3.00	550.00	0.00	5.00	1,732.50
Rupees : One Thousand Seven Hundred Thirty Two and Paise Fifty Only.					Total Order Value . . . 1,732.50

Terms and Conditions :-

Specification / Brand Saree will be "Royal blue" with blouse, 6.00 meters.

Payment Terms After delivery & production of bill

Tax All taxes included in above price.

Delivery Date Within one week

Delivery Location United Avenues
Kokapet, Narsingi.
Phone. 040-66335551

Penalty For Delay Nil

Transportation Cost Included by us

Warranty Nil

Advance Paid By cheque

Other Terms We reserve the rights to reject the items if not specify as per PO any Sample saree, any damage in saree suppliers responsibility, above order is for staff female, Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Nil

For **Matrix Recon**

Authorised Signatory

Name : 

Content

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : ____/____/____

DELIVERY CHALLAN

Summit Sales LLP

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

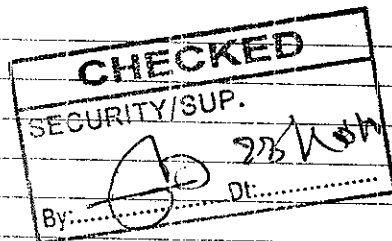
Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

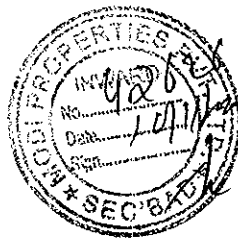
GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 : 23-10-2020

Customer Details		DC No.	11722
Matrix Recon Pvt Ltd		DC Date.	23-10-2020
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS		PO No.	70744
GSTIN: 27AAECM9665L1ZQ		PO Date.	25-09-2020
		Req ID	60196
		Req Date	25-09-2020
		Loc Req No	166171
Description of Goods		HSN/SAC	Qty
1	4104 - Consumables - Saree - NA - Nos	5407	3
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Subject to Hyderabad Jurisdiction



for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

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

Email: purchase@modiproperties.com

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Customer Details				Invoice No.	13819		
Matrix Recon Pvt Ltd United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS GSTIN : 27AAECM9665L1ZQ				Invoice Date.	23-10-2020		
				PO No.	70744		
				PO Date.	25-09-2020		
				Req ID	60196		
				Req Date	25-09-2020		
				Loc Req No	166171		
Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt	
1 4104 - Consumables - Saree - NA - Nos	5407	3	550.00	1,650.00	5	0.00	
Reshma - Uniform (Saree)	Received 3 sarees						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST	CGST	SGST	Total Taxable Amount	1,650.00		0.00	
0.00			Total Invoice Amount	1,732.50			
Rupees : One Thousand Seven Hundred Thirty Two and Paise Fifty Only.							

for Summit Sales LLP

Authorised signatory

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