PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	2/12/20	Prepared by:	D.SOWMYA
PO/WO no.	69710	PO / WO Date.	20/8/20
Supplier Name	Shweta [illegible]	PO/WO amount	1600
Firm/Company	MRUV	Project	140
Sl. No.	Bill No.	Bill Date	Bill amount
1	013.25	3/9/20	1600
2			
3			
4			1600
Amount A – Bills total(Excluding Transport & Hamali Charges):			

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ 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:	1600
Amount E – PO / WO value:	1600
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. 1600 /- □ No
Payment – due date	~~5.12.2020~~ Adv chq already issued
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	2/12/20						

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. 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/-

SHWETA COMPUTERS

SHOP NO.1,2,3,4,GROUND FLOOR
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003

G S T : 36ACUFS2935A1ZZ   PHONE :66143437,66143438,66143439   P A N : ACUFS2935A

GST INVOICE

To : MODI REALITY GENOME VALLEY LLP
9502199355

INVOICE NO.	**: 013125**
INVOICE DATE	**: 03/09/2020**
PARTY PAN NO.	**: ABFFM3063P**
PARTY GST NO.	**: 36ABFFM3063P1ZU**
PARTY STATE NAME	**: Telangana**

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST %	CGST AMT.	SGST %	SGST AMT.	IGST %	IGST AMT.	AMOUNT
	LAPTOP ADAPTOR DELL 65 SMALL PIN	85044090	1	1600.00	1355.93	9.00	122.03	9.00	122.03			1355.93
												1355.93
	Add : CGST-				9.00%							122.03
	Add : SGST-				9.00%							122.03
	Add : ROUND OFF-											0.01
	Signature of customer		1									

Req-No-8

INWARD
Inward No: 483 Dt: 03/09/20
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 6899
Date. 5/9

Rupees One Thousand Six Hundred Only **Total Rs. 1600.00**

TERMS & CONDITIONS : **SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY** **E.& O.E**

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to secunderabad jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

For Shweta Computers

SHWETA COMPUTERS TEL 040-66143439

Authorised Signatory

Purchase Order

02-12-2020 12:38:09 PM

69720

21.08.20 11:15:14

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

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**	69710	16398
	Doc Date	20-08-2020	
	Quote No	Nil	
	Quote Date	20-08-2020	
	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 *Dell adopter*	1.00	1,600.00	0.00	0.00	1,600.00
					Total Order Value . . .	**1,600.00**

Rupees : One Thousand Six 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
Penality 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 Site Laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Modi Realty Genome Valley LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Modi Reality Genome Vallry LLP	Date:	18.820
Site & Phase :	Head Office	Time:	
Supplier	SShweta Computers	Req. No.	16398
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Dell Adopter		1	No		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for site laptopa printer

Prepared By	Suneel	Approved by	
Sign.& Date	27-11-2020	Sign. & Date	

APPROVED
18 AUG 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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