PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	3-12-20	Prepared by:	T Bhasker
PO/WO no.	72252	PO / WO Date.	18/11/20
Supplier Name	Reflection Electricals	PO/WO amount	157
Firm/Company	MPPL	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	1968	21/11/20	157
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			157

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:	157
Amount E – PO / WO value:	157
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	11/12/20
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]						
Date	3-12-20						

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/-

Tax Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Karbala Maidan, M G Road Secunderabad - 500 003, T.S. TELE:27543785 Mb: 970 55 77 77 6 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **1968**	Dated **21-Nov-2020**
	Delivery Note	Mode/Terms of Payment **Against Delivery**
	Supplier's Ref. **1968**	Other Reference(s)
Buyer **Modi Properties Pvt Ltd** 5-4-187/3 & 4, II Floor MG Road, Secunderabad 500 003 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. **72252/16674**	Dated **18-Nov-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **Mr Ravinder**	Destination **Head Office**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**BP9718 Plate 18M Venia**	8538	18 %	**1.0000 nos**	132.90	nos	**132.90**
	OUTPUT CGST						**11.96**
	OUTPUT SGST						**11.96**
	Rounding Off						**0.18**
	Total			**1.0000 nos**			**₹ 157.00**

INWARD
Inward No: 501 Dt: 21/11/20
MRN No: Dt:
Received By: Samas 917 Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 71626 Date 27/11 Sign.

Amount Chargeable (in words)

E. & O.E

INR One Hundred Fifty Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8538	132.90	9%	11.96	9%	11.96	23.92
Total	**132.90**		**11.96**		**11.96**	**23.92**

Tax Amount (in words) : **INR Twenty Three and Ninety Two paise Only**

Company's VAT TIN : **28163593748**
Company's PAN : **AADCR2047Q**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

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

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Authorised Signatory

SUBJECT TO SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 18-11-2020 3:05:36 PM

Original

72252
16.11.20 11:21:50

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			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	72252	16674
	Doc Date	18-11-2020	
	Quote No	Nil	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	18-11-2020	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4633 - Electrical - other - Modular Plate - other - nos *18w BP97185*	1.00	443.00	70.00	18.00	156.82
					Total Order Value . . .	**156.82**

Rupees : One Hundred Fifty Six and Paise Eighty Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Wipro brand
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. Above order for HO 2nd floor purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *Modi Properties Pvt.Ltd.*
Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions
For *Reflections Electricals Pvt. Ltd.,*

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	17-11-2020
Site & Phase :	Head office	Time:	15:30PM
Supplier		Req. No.	16674
Material required before date:	Urgent	ID No.	61628

No	Discription	Size	Quantity	Unibts	Inward No	Date
1	18 modular plate switch board 72252	STD	01	NOS		
2	6 modular plates	STD	45	NOS		
3	10 amp switches 72251	STD	80	NOS		
4	10 amp soackets 7225	STD	30	NOS		
5	Fruit packing cover	STD	1	Role		
6	Insulation tapes	STD	10	NOS		
7						
8						
9						
10						

Remarks :Towards 2nd floor CR area electrical work purpose.

Prepared By	Meenakshi.N	Approved by	APPROVED 19 NOV 2020 P. PRABHAKAR Sr. MANAGER PURCHASE
Date	17-11-2020	Sign. & Date	

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