PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	3-12-20	Prepared by:	T Bhasker
PO/WO no.	92249	PO / WO Date.	18/11/20
Supplier Name	Reflection Electricals	PO/WO amount	7582
Firm/Company	MPPL	Project	40
Sl. No.	Bill No.	Bill Date	Bill amount
1	1969	21/11/20	7582
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			7582

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:				7582
Amount E – PO / WO value:				7582
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]	[signature]					
Date	3-12-20	4/12					

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. **1969**	Dated **21-Nov-2020**
	Delivery Note	Mode/Terms of Payment **Against Delivery**
	Supplier's Ref. **1969**	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. **72249/16675**	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	**LED D/L Wave 15W 6500K D541565**	9405	12 %	**2.0000 nos**	730.00	nos	**1,460.00**
2	**COB 3W Slim 2700K D320327**	9405	12 %	**15.0000 nos**	354.00	nos	**5,310.00**
							6,770.00
	OUTPUT CGST						**406.20**
	OUTPUT SGST						**406.20**
	Less : ***Rounding Off***						**(-)0.40**
	Total			**17.0000 nos**			**₹ 7,582.00**

INWARD
Inward No: 500 Dt: 21/11/20
MRN No: Dt:
Received By: Kumar Sign:
MODI PROPERTIES

Amount Chargeable (in words) *E. & O.E*

INR Seven Thousand Five Hundred Eighty Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9405	6,770.00	6%	406.20	6%	406.20	812.40
Total	**6,770.00**		**406.20**		**406.20**	**812.40**

Tax Amount (in words) : **INR Eight Hundred Twelve and Forty 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.

Authorised Signatory

SUBJECT TO SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 1627 Date 21/11 Sign. Neha

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

Purchase Order

72249
16.11.20 11:21:50

 18-11-2020 3:05:36 PM

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.,	**Doc No**	72249	16675
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**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	4746 - Electrical - other - LED Lights - NA - nos *D541565*	2.00	730.00	0.00	12.00	1,635.20
2	4746 - Electrical - other - LED Lights - NA - nos *D320327*	15.00	354.00	0.00	12.00	5,947.20
					Total Order Value . . .	**7,582.40**

Rupees : Seven Thousand Five Hundred Eighty Two and Paise Fourty 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	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for NW Side work 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:	16:30PM
Supplier		Req. No.	16678
Material required before date:	Urgent	ID No.	61627

No	Discription	Size	Quantity	Unibts	Inward No	Date
1	Celing Fans 72248	1200 mm	09	NOS		
2	LED lights – wipro D541565(Day light)	15 watt	72229 02	NOS		
3	LED spot light – wipro D320365 (Day light)	3 watt	15	NOS		
4	Blank plate switch dummy	STD	150	NOS		
5	PVC Round sheets	STD	20	NOS		
6	MCB 72247	10 amp	05	NOS		
7	MCB	6 amp	05	NOS		
8	MCB	16 amp	05	NOS		
9						
10						

Remarks :Towards NW side work purpose.

Prepared By	Meenakshi.N	Approved by	
Date	17-11-2020	Sign. & Date	

APPROVED
19 NOV 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

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