

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17/02/21		Prepared by:		NEHA																									
PO/WO no.		74038		PO / WO Date.		21/01/21																									
Supplier Name		Reflection electricals Pvt. Ltd		PO/WO amount		266/-																									
Firm/Company		Modi properties Pvt. Ltd		Project		H.O																									
Sl. No.	Bill No.	Bill Date		Bill amount																											
1	3048	08/02/21		266/-																											
2																															
3																															
4																															
Amount A – Bills total(Excluding Transport & Hamali Charges):						266/-																									
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:						266/-																									
Amount E – PO / WO value:						266/-																									
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 / WO			☒ Yes ☐ No – wait for balance material ☐ No (explained below)																												
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No																												
Payment – due date			17/02/21																												
Remarks:																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>Procurement Manager</td> <td>MD</td> <td>Accounts – receiver of bill</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Sign:</td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>17/02/21</td> <td>18/2</td> <td>18/2</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager	Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>					Date	17/02/21	18/2	18/2				
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager																								
Sign:	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>																												
Date	17/02/21	18/2	18/2																												

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.
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
Contact : 040 27543785,970 55 77 77 6
E-Mail : reflections_hyderabad@yahoo.com

Buyer (Bill to)

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

Invoice No.

3048

Delivery Note

Reference No. & Date.

3048 dt. 8-Feb-2021

Buyer's Order No.

74038/182552

Dispatch Doc No.

Dispatched through

Mr Naveen

Terms of Delivery

Dated

8-Feb-2021

Mode/Terms of Payment

Against Delivery

Other References

Dated

21-Jan-2021

Delivery Note Date

Destination

M G Road

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	12M Plate Venia BP9712	8538	18 %	2.0000 nos	112.50	nos	225.00
	OUTPUT CGST						20.25
	OUTPUT SGST						20.25
	Rounding Off						0.50
Total				2.0000 nos			₹ 266.00

Amount Chargeable (in words)

INR Two Hundred Sixty Six Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8538	225.00	9%	20.25	9%	20.25	40.50
Total	225.00		20.25		20.25	40.50

Tax Amount (in words) : **INR Forty and Fifty paise Only**

Date & Time

Company's Bank Details

A/c Holder's Name : **Reflections Electricals Pvt Ltd.**

Bank Name : **State Bank of India**

A/c No. : **30033772668**

Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

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 HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

22-01-2021 11:59:38 AM

Ori



74038

16 01.21 10:57:50

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

GSTIN 36AADCR2047Q1ZZ 27540307
27543785.. 9849875767

Doc No	74038	182552
Doc Date	21-01-2021	
Quote No	Nil	
Quote Date	21-01-2021	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4624 - Electrical - other - Modular Plate - 12 Way - nos	2.00	375.00	70.00	18.00	265.50
Total Order Value . . .					265.50

Rupees : Two Hundred Sixty Five and Paise Fifty Only.

Terms and Conditions :-

Specification / 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

Penalty For Delay Nil

Transportation 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 ho second 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.,**

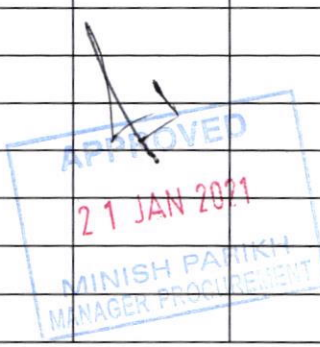
Name : _____

Date : __/__/__

Requisition Form

Company Name:		MPPL		Date:		21-1-2020	
Site & Phase :		HEAD OFFICE		Time:		11:30AM	
Supplier				Req. No.		182552	
Material required before date:			Urgent		ID No.		63260

No	Description	Size	Quantity	Units	Inward No	Date
1	12 way modular plate	STD	02	NOS		
2						
3						
4						
5						
6						
7						
8						
9						
10						



Remarks : Towards for 3rd floor Toilet works purposes

Prepared By	Meenakshi.N	Approved by	
Sign. & Date	21-01-2020	Sign. & Date	

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