PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	14.6.21	Prepared by:	T Bhasker
PO/WO no.	77046	PO / WO Date.	10/5/21
Supplier Name	SSLLP	PO/WO amount	990
Firm/Company	Mat--- Recd	Project	HO
Sl. No.	Bill No.	Bill Date	Bill amount
1	17459	26/5/21	990
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			990

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:	990
Amount E – PO / WO value:	990
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	18/6/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	14.6.21	14/6/21					

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

Customer Details		
Matrix Recon Pvt Ltd	Invoice No.	17459
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	Invoice Date.	26-05-2021
	PO No.	77046
	PO Date.	10-05-2021
	Req ID	63180
GSTIN : 27AAECM9665L1ZQ	Req Date	19-01-2021
	Loc Req No	182542

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1	839.00	839.00	18	0.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
0.00			Total Taxable Amount	839.00		0.00
			Total Invoice Amount		990.02	

Rupees : Nine Hundred Ninty and Paise Two Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 14-06-2021 10:51:01 AM

Original / Office Copy / Purchase Div Copy

From Company : **Matrix Recon**
5-4-187/3&4,II nd floor, MG Road, Secunderabad-500003
G S T No. :

Supplier Details		
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	77046 182542
	Doc Date	10-05-2021
GSTIN 36ACQFS2044C1Z7	**Quote No**	NIL
040-66335551 9618244433	**Quote Date**	10-05-2021
	SupplyType	Supply

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7663 - Stationery -other - Executive bag - NA - nos	1.00	839.00	0.00	18.00	990.02
					Total Order Value . . .	**990.02**

Rupees : Nine Hundred Ninty and Paise Two Only.

Terms and Conditions :-

Specification /	All are branded items
Payment Terms	After delivery
Tax	Included
Delivery Date	With in 2 days
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	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.above order is for Vindya , purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For *Matrix Recon*
Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Date : __/__/____

(No Subject)

From: vindhya . (vindhya@modiproperties.com)

To: prabhakar@modiproperties.com

Date: Monday, June 14, 2021, 11:34 AM GMT+5:30

Dear sir,

I have received bag.

Regards
A.vindhya

Pw
17459.

Requisition Form

Company Name:	Matrix Recron Pvt Ltd	Date:	08-05-2021
Site & Phase :	HO	Time:	16.42
Supplier		Req. No.	182542
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Executive bag		1	no		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - For Vindya ccountant purpose

Prepared By	Vindaya	Approved by	
Sign.& Date	08.5.21	Sign. & Date	

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

APPROVED
14 JUN 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE