PURCHASE DIVISION
Advice for approval for credit to supplier

C

Date:	9/7/21	Prepared by:	BHAVANI
PO/WO no.	78215	PO / WO Date.	21-6-21
Supplier Name	SSUP	PO/WO amount	1,307
Firm/Company	Matrix Recon	Project	United Avenues
Sl. No.	Bill No.	Bill Date	Bill amount
1	18052	2/7/21	1,307
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,307/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	15409	2/7/21	–	□ 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:	1307
Amount E – PO / WO value:	1307
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	12-7-21
Remarks:	Incentive Rs - 20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bavani		APPROVED 10 JUL 2021				
Date	9/7/21		MINISH PARIKH MANAGER PROCUREMENT				

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 OFFICE COPY

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Matrix Recon Pvt Ltd	Invoice No.	18052
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	Invoice Date.	02-07-2021
	PO No.	78215
	PO Date.	21-06-2021
	Req ID	67178
	Req Date	21-06-2021
GSTIN : 27AAECM9665L1ZQ	Loc Req No	182996

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5	220.00	1,100.00	12	0.00
2	7585 - Stationery - other - Sharpner - NA - nos	8214	5	3.00	15.00	12	0.00
3	7523 - Stationery - other - Eraser - NA - nos		5	1.50	7.50	18	0.00
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	2	21.00	42.00	18	0.00
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15							

IGST	CGST	SGST				
			Total Taxable Amount	1,164.50		0.00
0.00			Total Invoice Amount	1,307.21		

Rupees : One Thousand Three Hundred Seven and Paise Twenty One Only.

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 81882 Date: 3/7 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

78215
29.06.21 10:48:53

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	**Doc No**	78215	182996
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	21-06-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	21-06-2021	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7555 - Stationery - other - Paper - A4 - bundles	5.00	220.00	0.00	12.00	1,232.00
2	7585 - Stationery - other - Sharpner - NA - nos	5.00	3.00	0.00	12.00	16.80
3	7523 - Stationery - other - Eraser - NA - nos	5.00	1.50	0.00	18.00	8.85
4	7605 - Stationery - other - Whitner Pen - NA - nos	2.00	21.00	0.00	18.00	49.56
					Total Order Value . . .	**1,307.21**

Rupees : One Thousand Three Hundred Seven and Paise Twenty One Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	United Avenues Kokapet, Narsingi. Phone. 040-66335551
Penality For Delay	Nil
Transportation	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 Site use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Matrix Recon***

Authorised Signatory

Name : 07/07/2021

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______

Date : __/__/____

Requisition Form

Company Name:	Matrix Recon	Date:	21-06-2021
Site & Phase :	United Avenues	Time:	04:00 pm
Supplier		Req. No.	182996
		ID No.	67178

No	Description	Size	Quantity	Units	Inward No	Date
1	Paper Bundle	A4	05	No.		
2	Sahrpner		05	No		
3	Apsara Eraser		05	No.		
4	Whitner		02	No.		
5						
6						
7	PO 78215					
8						
9					APPROVED	
10						

Remarks: 07 JUL 2021

Prepared By	Md. Ahmedullah Khan	Approved by	MINISH PARIKH MANAGER PROCUREMENT
Sign.& Date	Ahmed	Sign. & Date	

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

DELIVERY CHALLAN

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	DC No.	15409
Matrix Recon Pvt Ltd	DC Date.	02-07-2021
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	PO No.	78215
	PO Date.	21-06-2021
	Req ID	67178
	Req Date	21-06-2021
GSTIN : 27AAECM9665L1ZQ	Loc Req No	182996

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7585 - Stationery - other - Sharpner - NA - nos	8214	5
3	7523 - Stationery - other - Eraser - NA - nos		5
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	2
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Re cieved.

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No: 72452 Date: 6/7 Sign: SEC'BAD

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

TRANSIT COPY

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Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

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United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	PO No.	78215
	PO Date.	21-06-2021
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3	7523 - Stationery - other - Eraser - NA - nos		5	1.50	7.50	18	0.00
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IGST	CGST	SGST	Total Taxable Amount	1,164.50		0.00
0.00			Total Invoice Amount	1,307.21		

Rupees : One Thousand Three Hundred Seven and Paise Twenty One Only.

for Summit Sales LLP

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1	7555 - Stationery - other - Paper - A4 - bundles	4810	5
2	7585 - Stationery - other - Sharpner - NA - nos	8214	5
3	7523 - Stationery - other - Eraser - NA - nos		5
4	7605 - Stationery - other - Whitner Pen - NA - nos	9608	2
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for Summit Sales LLP

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Authorised signatory