PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12/7/21	Prepared by:	BHAVANI
PO/WO no.	77924	PO / WO Date.	22/6/21
Supplier Name	SSLLP	PO/WO amount	1,306
Firm/Company	matrix ReCon	Project	United Avenuy
Sl. No.	Bill No.	Bill Date	Bill amount
1	18051	2/7/21	1,306
2			/
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1,306

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	15408	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:				1,306
Amount E – PO / WO value:				1,306
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	19-7-21
Remarks:	Incentive RS-20/-

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Bavani	[signature]					
Date	12/7/21	12/7					

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

OFFICE COPY

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
Matrix Recon Pvt Ltd	Invoice No.	18051
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	Invoice Date.	02-07-2021
	PO No.	77924
	PO Date.	22-06-2021
	Req ID	66889
	Req Date	21-06-2021
GSTIN : 27AAECM9665L1ZQ	Loc Req No	182938

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	4022 - Consumables - Dettol - NA - nos	3401	5	85.00	425.00	18	0.00
	Hand wash						
2	4001 - Consumables - Air Freshner - NA - nos	3307	3	84.00	252.00	18	0.00
	Room Freshners						
3	4039 - Consumables - Lisol Cleaning Liquid - NA -	3808	5	86.00	430.00	18	0.00
4							
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IGST	CGST	SGST				
0.00			Total Taxable Amount	1,107.00		0.00
			Total Invoice Amount	1,306.26		

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

MODI PROPERTIES PVT. LTD. INWARD No. 81881 Date 3/7 Sign. SEC'BAD

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 22-06-2021 13:08:15

77924
19.06.21 11:50:48

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**	77924	182938
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	22-06-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	22-06-2021	
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	4022 - Consumables - Dettol - NA - nos *Hand wash*	5.00	85.00	0.00	18.00	501.50
2	4001 - Consumables - Air Freshner - NA - nos *Room Freshners*	3.00	84.00	0.00	18.00	297.36
3	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	5.00	86.00	0.00	18.00	507.40
					Total Order Value . . .	**1,306.26**

Rupees : One Thousand Three Hundred Six and Paise Twenty Six 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 office use purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***Matrix Recon***

Authorised Signatory

24/06/2021

Name : ____________

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.	182938
		ID No.	66889

No	Description	Size	Quantity	Units	Inward No	Date
1	Hand Wash		05	No.		
2	Room Freshner		03	No		
3	Lizol		05	No.		
4	Tissue Paper		05	No.		
5						
6	77924					
7						
8						
9						
10						

Remarks:			
Prepared By	Md. Ahmedullah Khan	Approved by	
Sign.& Date	Ahmed	Sign. & Date	

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

APPROVED
24 JUN 2021
MINISH [illegible]
MANAGER PROCUREMENT

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.	15408
Matrix Recon Pvt Ltd	DC Date.	02-07-2021
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipct, TS	PO No.	77924
	PO Date.	22-06-2021
	Req ID	66889
	Req Date	21-06-2021
GSTIN : 27AAECM9665L1ZQ	Loc Req No	182938

	Description of Goods	HSN/SAC	Qty
1	4022 - Consumables - Dettol - NA - nos	3401	5
2	4001 - Consumables - Air Freshner - NA - nos	3307	3
3	4039 - Consumables - Lisol Cleaning Liquid - NA - ltrs	3808	5
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT. LTD. INWARD No: 72453 Date: 6/7 Sign: SEC'BAD

TAX INVOICE

Summit Sales LLP

TRANSIT COPY

#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

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IGST	CGST	SGST				
			Total Taxable Amount	1,107.00		0.00
0.00			Total Invoice Amount	1,306.26		

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