6

PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	9/7/21	Prepared by:	BHAVANI
PO/WO no.	77046	PO / WO Date.	10-5-21
Supplier Name	SSLLP	PO/WO amount	990
Firm/Company	matrix Recon	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.	14966	26/5/21	—	□ 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:				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	12-7-21

Remarks: Incentive RS - 20/-

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

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

OFFICE COPY

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	Invoice No.	17459
Matrix Recon Pvt Ltd	Invoice Date.	26-05-2021
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	PO No.	77046
	PO Date.	10-05-2021
	Req ID	63180
	Req Date	19-01-2021
GSTIN : 27AAECM9665L1ZQ	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	Total Taxable Amount	839.00		0.00
0.00			Total Invoice Amount	990.02		

Rupees : Nine Hundred Ninty and Paise Two Only.

for Summit Sales LLP

Authorised signatory

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 82112
Date: 9-7
Sign:

Subject to Hyderabad Jurisdiction

Purchase Order

D.C

77046
06.05.21 4:35:38

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**	77046	182542
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	10-05-2021	
	Quote No	NIL	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-05-2021	
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	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 / Brand	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 Cost	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 :

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : _/_/_

Requisition Form

Company Name:	Matrix Recon Pvt Ltd	Date:	19-01-2021
Site & Phase :	Head Office	Time:	
Supplier		Req. No.	182542
		ID No.	63180

No	Description	Size	Quantity	Units	Inward No	Date
1	Laptop-Backpack Bag		1			
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By	A.Vindhya	Approved by	
Sign.& Date	19-01-2021	Sign. & Date	

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

APPROVED BY
20 JAN 2021
SOHAM MODI
MANAGING DIRECTOR

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		
Matrix Recon Pvt Ltd	DC No.	14966
United Avenues, Amigo, Sy No. 418, 425, 470, Near Narsingi, ORR Circle, Gandipet, TS	DC 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
1	7663 - Stationery -other - Executive bag - NA - nos	4202	1
2			
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction