

**PURCHASE DIVISION**  
Advice for approval for credit to supplier



|   |                                |   |                               |   |                  |
|---|--------------------------------|---|-------------------------------|---|------------------|
| Date:   | 17/1/22                        | Prepared by   | Prabhakar                     | Serial no.  | 1369             |
| Supplier name   | Reflection Electrical Pvt. Ltd |   |                               | HO inward no.   | —                |
| Firm/Company  | MPL                            | Project   | MPL                           | HO received date  | —                |
| PO/WO date  | 28-12-22                       | PO/WO No.   | 83966                         | Scan ID.  |                  |
| Sl no.  | Bill no.                       | Bill date   | Bill amount                   | Original attached   |                  |
| 1.  | 3527                           | 3/1/22  | 90,720-00                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.  |                                |   |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 3.  |                                |   |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 4.  |                                |   |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| Amount A - Bills total (Excluding Transport & Hamali Charges):  |                                |   |                               | 90,720-00   |                  |
| Proof of delivery by way of: <input checked="" type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                                |   |                               |   |                  |
| MRN nos.:   | 101952                         |   | Proof of delivery matches MRN | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| Amount B - Other Credits : Transportation charges   |                                |   |                               | —   |                  |
| Amount C - Other Debits :   |                                |   |                               | —   |                  |
| Amount D (D=A+B-C) - Amount to be credited to the supplier:   |                                |   |                               | 90,720-00   |                  |
| Amount E - PO / WO value:   |                                |   |                               | 2,06,192-00   |                  |
| Amount F - Difference (A - E):  |                                |   |                               | 1,15,472-00   |                  |
| Quantity received as per PO /WO   |                                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |                               |   |                  |
| Close PO / WO   |                                | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other                                  |                               |   |                  |
| Payment - due date  |                                | 24/01/22  |                               |   |                  |
| Remarks: <u>P.O. 1511</u>   |                                |   |                               |   |                  |
| Approved by   | Purchase Officer               | Purchase Manager  | MD                            | Accountant  | Accounts Manager |
| Name:   |                                | Prabhakar   |                               |   |                  |
| Sign:   |                                |   |                               |   |                  |
| Date  |                                | 17 JAN 2022   |                               |   |                  |
| Approval limit  | Upto 20k                       | Above 20k   | Above 100k                    | Upto 20k  | Above 20k        |

**APPROVED**  
 P. PRABHAKAR  
 PURCHASE MANAGER

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit.  
 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weightment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

**TAX INVOICE**

Sales Invoice

*(second copy)*

**Reflections Electricals Pvt Ltd.**  
 5-4-187/7, M G Road & R P Road Junction  
 Ranigunj, Secunderabad 500003 T.S  
 Phone: 04027543785, 9705577776  
 GSTIN/UIN: 36AADCR2047Q1ZZ  
 State Name : Telangana, Code : 36  
 E-Mail : reflections\_hyderabad@yahoo.com

Consignee (Ship 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

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. **3527** Dated **3-Jan-2022**  
 Delivery Note **855** Mode/Terms of Payment **Against Delivery**  
 Reference No. & Date. **3527 dt. 3-Jan-2022** Other References  
 Buyer's Order No. **83966/178271** Dated **28-Dec-2021**  
 Dispatch Doc No. **28-Dec-2021** Delivery Note Date  
 Dispatched through **Your Self** Destination **Mallapur**  
 Terms of Delivery

| SI No. | Description of Goods      | HSN/SAC | GST Rate | Quantity     | Rate   | per | Amount       |             |
|--------|---------------------------|---------|----------|--------------|--------|-----|--------------|-------------|
| 1      | COB 3W Slim 2700K D320327 | 940540  | 12 %     | 270.0000 nos | 300.00 | nos | 81,000.00    |             |
|        | OUTPUT CGST               |         |          |              |        |     | 4,860.00     |             |
|        | OUTPUT SGST               |         |          |              |        |     | 4,860.00     |             |
| Total  |                           |         |          |              |        |     | 270.0000 nos | ₹ 90,720.00 |

**INWARD**  
 Inward No: 8469 Date: 01/01/22  
 MRN No: 101952 Ln.  
 Received By Sign: [Signature]  
**Modi Properties Pvt. Ltd**  
 Sy.No. 82/:

**SUMMIT SALES LTD**  
 INWARD  
 No: 89495  
 Date: 8/1  
 Sign: [Signature]  
 R.R. DIST.

Amount Chargeable (in words) **INR Ninety Thousand Seven Hundred Twenty Only** E. & O.E

| HSN/SAC | Taxable Value | Central Tax |           | State Tax |          | Total Tax Amount |
|---------|---------------|-------------|-----------|-----------|----------|------------------|
|         |               | Rate        | Amount    | Rate      | Amount   |                  |
| 940540  | 81,000.00     | 6%          | 4,860.00  | 6%        | 4,860.00 | 9,720.00         |
| Total   |               |             | 81,000.00 |           | 4,860.00 | 9,720.00         |

Tax Amount (in words) : **INR Nine Thousand Seven Hundred Twenty 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**  
 for Reflections Electricals Pvt Ltd.

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.

[Signature] **Authorised Signatory**

SUBJECT TO HYDERABAD JURISDICTION  
 This is a Computer Generated Invoice

*TS10UB3122*

# Purchase Order

Page(s) 1 Of 1

28-12-2021 12:48:40 PM



5:35:32

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

|            |            |        |
|------------|------------|--------|
| Doc No     | 83966      | 178271 |
| Doc Date   | 28-12-2021 |        |
| Quote No   | NIL        |        |
| Quote Date | 24-12-2021 |        |
| SupplyType | Supply     |        |

**GSTIN** 36AADCR2047Q1ZZ 27540307  
27543785.. 9849875767

**Kind Attn : MR.Shakib khan**

Purchase Order for the Supply of following Items.

| Item Name   | Qty    | Rate   | Dis% | GST   | Amount            |
|---|--------|--------|------|-------|-------------------|
| 1 4746 - Electrical - other - LED Lights - NA - nos<br>D540527- 5Watts warm light | 230.00 | 370.00 | 0.00 | 12.00 | 95,312.00         |
| 2 4746 - Electrical - other - LED Lights - NA - nos<br>D320327- 3Watts warm light | 330.00 | 300.00 | 0.00 | 12.00 | 110,880.00        |
| <b>Total Order Value . . .</b>  |        |        |      |       | <b>206,192.00</b> |

Rupees : Two Lakh(s) Six Thousand One Hundred Ninty Two Only.

## Terms and Conditions :-

**Specification /** All items shall be of wipro brand/company

**Payment Terms** After Delivery & Production of bill

**Tax** Inclusive of all taxes

**Delivery Date** Next Day.

**Delivery Location** May Flower Platinum  
Sy 82/1, Mallapur, Nacharam.  
Phone. 7680971999

**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.Above order for club house lighting use purpose .

**Completion Date** NIL

**Measurment** Nil

**Security** Nil

**Remarks** Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by emai

*Part Delivery*  
*Invoic: 3461*  
*Date: 28/12/21*  
*Amount: 1,15,472.00.*

For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Name : \_\_\_\_\_

*[Signature]*  
*28/12/2021*

Accepted the above Terms And Conditions

For **Reflections Electricals Pvt. Ltd.,**

Name : \_\_\_\_\_

Date : \_\_\_/\_\_\_/\_\_\_

### Requisition Form

| Company Name:                                    |   | MPL           |            | Date:        |        | 24.12.2021 |       |
|--|---|---------------|------------|--------------|--------|------------|-------|
| Site & Phase :                                   |   | MFP           |            | Time:        |        | 15:50      |       |
| Supplier   |   | -             |            | Req. No.     |        | 178271     |       |
| Material required before date:                   |   |               | 27.12.2021 |              | ID No. |            | 72363 |
| No   | Description/Brand/Model No.                     | Warm or White | Wattage    | Quantity     | Units  | Inward No  | Date  |
| 1  | Wipro False ceiling – D540527 – Warm light only | Warm Light    | 5Watts     | 230          | No's   |            |       |
| 2  | Wipro Spot lights – D320327 – Warm light only   | Warm Light    | 3Watts     | 330          | No's   |            |       |
| 3  |   |               |            |              |        |            |       |
| 4  |   |               |            |              |        |            |       |
| 5  |   |               |            |              |        |            |       |
| 6  |   |               |            |              |        |            |       |
| 7  |   |               |            |              |        |            |       |
| 8  |   |               |            |              |        |            |       |
| 9  |   |               |            |              |        |            |       |
| 10   |   |               |            |              |        |            |       |
| Remarks: Towards Clubhouse lighting Use purpose. |   |               |            |              |        |            |       |
| Prepared By                                      |   | R.Ashok       |            | Approved by  |        |            |       |
| Sign.& Date                                      |   | 24.12.2021    |            | Sign. & Date |        |            |       |

83966

P. Prabhakar

APPROVED

24 DEC 2021

P. PRABHAKAR  
Sr. MANAGER PURCHASE

→ 370 + 12%

→ 300 + 12%

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