

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 17/01/22		Prepared by: Janaki		Serial no: 1358	
Supplier name: Shweta Computers				HO inward no:	
Firm/Company: Modiproperties Pvt. Ltd.		Project: Head office		HO received date:	
PO/WO date: 183312		PO/WO No: 83206		Scan ID:	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	00027519	07/12/21	3700/-	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3700/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:		Proof of delivery matches MRN		☐ 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:				3700/-	
Amount E – PO / WO value:				37,00/-	
Amount F – Difference (A – E):					
Quantity received as per PO / WO		☒ Yes ☐ Excess received ☐ Short received ☐ Part received			
Close PO / WO		☒ Yes ☐ No – wait for balance material ☐ Other			
Payment – due date		24/01/22			
Remarks: final Bill					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:	Janaki	P. Prabhakar			
Sign:	Janaki	P. Prabhakar			
Date	17/01/22	18 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 weighment 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

☐ Original for Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
 PARKLANE, SECUNDERABAD TELANGANA HYDERABAD 500003

State Name 36 - Telangana

Phone: 040-66143437, 66143438, 66143439,

Email: Shwetacomputers@shwetagroup.com

GSTIN: 36ACUFS2935A1ZZ

PAN: ACUFS2935A

Bill To:

MODI PROPERTIES PVT.LTD.
 #5-4-187/3 & 4 RANIJUNJ
 SEC-BAD 663355519502199355
 HYDERABAD - 500003
 State : 36 - Telangana
 P.O NO: 83206 DATE: 30-11-2021

Invoice No. : 00027519

Invoice Date : 07/12/2021

GSTIN : 36AABCM4761E1ZM

PAN : AABCM4761E

Ship to:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	HDD 1 TB LAPTOP SGT	84717020	1	3700.00	3135.59	3135.59	9.00	282.20	9.00	282.20	0.00	0.00
						3135.59						
	CGST				9.00	282.20						
	SGST				9.00	282.20						
	ROUND OFF				0.00	0.01						
Grand Total:					1	3700.00		282.20		282.20		

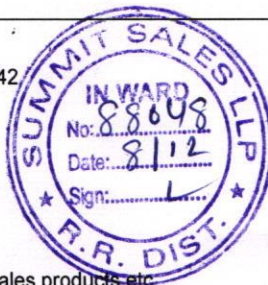
Rupees Three Thousand Seven Hundred Only.

Bank Details:

HDFC BANK PARADISE A/C NO : 50200010045314, IFSC: HDFC0000042

Terms & Condition:

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor, cables, earphone, other accessories & consumables products etc



E.&O.E

For SHWETA COMPUTERS



Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

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02-12-2021 15:39:58



83206

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From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

02.12.21 2:43:07

Supplier Details

Shweta Computers
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane,
Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	83206	183312
Doc Date	30-11-2021	
Quote No	Nil	
Quote Date	30-11-2021	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3529 - Computers and Peripherals - Hard Disk - NA - Nos 1 TB	1.00	3,700.00	0.00	0.00	3,700.00
Total Order Value . . .					3,700.00

Rupees : Three Thousand Seven Hundred Only.

Terms and Conditions :-

Specification / All items shall be of Dell brand**Payment Terms** 100% as advance**Tax** Inclusive of all taxes**Delivery Date** Next Day.

Delivery Location Head Office
5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003
Phone. 040-66335551

Penalty For Delay Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** 3700 /-**Other Terms** We reserve the right to reject items not conforming to quality and specifications. above order for Jayaprakash Purpose**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Properties Pvt.Ltd.**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shweta Computers**

Name : _____

Name : _____

Date : ____/____/____

Requisition Form

Company Name:		Modi Properties Pvt Ltd		Date:		30-11-21	
Site & Phase :		Head office		Time:			
Supplier				Req. No.		183312	
Material required before date:				ID No.		71695	

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD		1	No		
2						
3						
4						
5	83206					
6						
7						
8						
9						
10						

Remarks: This is for Jayaprakash

Prepared By	K.Suneel	Approved by	
Sign.& Date	30-11-21	Sign. & Date	



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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			

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

Remarks:

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

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