PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	17/3/22	Prepared by	Monika	Serial no.	2232
Supplier name	Shweta Computes			HO inward no	
Firm/Company	MMRKLLP	Project	GHT	HO received date	
PO/WO date	26/2/22	PO/WO No.	85947	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00038617	9/3/22	5,600/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5,600/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos	104978	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:	5,600/-
Amount E – PO / WO value:	5,600/-
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	21/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name.	Monika				-
Sign:	Monika				
Date	17/3/22				
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 Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
MEHTA & MODI REALTY KOWKUR LLP
5 4 187 3 and 4, 2nd Floor, Soham Mansion, M G Road
Secunderabad, Hyderabad, Telangana, 500003
PH:8919278620
HYDERABAD - 500003
State : 36 - Telangana
PO NO: 85947-183422 DATE: 26-02-2022

Ship to:

Invoice No. : **00038617**
Invoice Date : 09/03/2022
GSTIN : 36ABLFM7631F1Z3
PAN : ABLFM7631F

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	CGST Amt	SGST %	SGST Amt	IGST %	IGST Amt
1	HDD 256 GB SSD MASTER	85235100	2	2800.00	2372.88	4745.76	9.00	427.12	9.00	427.12	0.00	0.00
						4745.76						
	CGST				9.00	427.12						
	SGST				9.00	427.12						
	Grand Total:		2			**5600.00**		**427.12**		**427.12**		

INWARD
Inward No: 820 Dt: 09/03/22
MRN No: 104978
Received By: Samarath
Sign:
MODI PROPERTIES

Sf

Rupees Five Thousand Six Hundred Only.

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

E.&O.E
For **SHWETA COMPUTERS**

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 & consumbales products etc

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 26-02-2022 13:43:11 Original /

85947
14.02.22 3:00:03

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Shweta Computers	**Doc No**	85947	183422
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	26-02-2022	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	26-02-2022	
9248091726	**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 *256 GB SATA SSD*	2.00	2,800.00	0.00	0.00	5,600.00
				Total Order Value . . .		**5,600.00**

Rupees : Five Thousand Six Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of Kingstone Brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 5600 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for site 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 invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Mehta & Modi Kowkoor LLP	Date:	25-02-2022
Site & Phase :	Site	Time:	
Supplier		Req. No.	183422
Material required before date:		ID No.	74205

No	Description	Size	Quantity	Units	Inward No	Date
1	1 TB HDD		2	No		
2						
3						
4						
5	85947					
6						
7						
8						
9						
10						

Remarks: This is for site purpose

Prepared By	K.Suneel	Approved by	
Sign.& Date	25-02-2022	Sign. & Date	

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

APPROVED
25 FEB 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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.

256 GB