PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/04/22	Prepared by	Ramya	Serial no.	3254
Supplier name	Reflections Electricals Pvt ltd			HO inward no.	
Firm/Company	MRMCCP	Project	GMR	HO received date	
PO/WO date	20/01/22	PO/WO No.	82781	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2905	20/01/21	14,280/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	14280

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	99682	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:	14,280
Amount E – PO / WO value:	14,280/-
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	25/04/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Ramya				
Sign:	R				
Date	19/04/22				
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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	82781	PO date:	20/11/22	Req. no.:	187916	Advice Scan ID	
MRN nos. related to PO							
☐	Part material received.						
☑	Full material received.						
☐	Material not received.						
☐	Close PO – Balance material will be re-ordered by new requisition.						
☐	Cancel PO. Material not required.						
☐	Cancel PO. Material will be re-ordered by new requisition.						
☐	Keep PO open. Material required.						
☐	Keep PO open. Work under progress.						
Remarks by engineer: Total material delivered. Close the po							

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
A. Tanake	AT	8/4/22			

Data required from accounts:			
☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:			
☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Duplicate bill given by supplier.
Not accounted in BOA.
Check if approved earlier in M-codex.
Approve bill only after cross check.

TAX INVOICE

Sales Invoice

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

Invoice No. **2905**	Dated **20-Nov-2021**
Delivery Note **761**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **2905 dt. 20-Nov-2021**	Other References
Buyer's Order No. **82781/187916**	Dated **20-Nov-2021**
Dispatch Doc No.	Delivery Note Date **20-Nov-2021**
Dispatched through	Destination
Terms of Delivery	

Consignee (Ship to)
Modi Reality Mallapur LLP
5-4-187/3&3, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
Modi Reality Mallapur LLP
5-4-187/3&3, II Floor, Soham Mansion, M G Road,
Secunderabad 500 003
GSTIN/UIN : 36AAEFM1459R1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Street Light 45W LR02-501-XXX-57-G1**	940510	12 %	**5.0000 nos**	2,550.00	nos	**12,750.00**
	OUTPUT CGST						**765.00**
	OUTPUT SGST						**765.00**
	Total			**5.0000 nos**			**₹ 14,280.00**

INWARD
[illegible] REALTY MALLAPUR LLP
[illegible] 20/11/21
[illegible] No: 6637 [illegible] 27/11/21
MRN No: 99682 Dt:
Received by: Raman Sign: [illegible]

E. & O.E

Amount Chargeable (in words)
INR Fourteen Thousand Two Hundred Eighty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940510	12,750.00	6%	765.00	6%	765.00	1,530.00
Total	**12,750.00**		**765.00**		**765.00**	**1,530.00**

Tax Amount (in words) : **INR One Thousand Five Hundred Thirty 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**

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.

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT. LTD. SECBAD

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 08-04-2022 16:19:44 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details				
Reflections Electricals Pvt. Ltd.,		**Doc No**	82781	187916
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003		**Doc Date**	20-11-2021	
		Quote No	Nil	
GSTIN 36AADCR2047Q1ZZ	27540307	**Quote Date**	10-08-2021	
27543785..	9849875767	**SupplyType**	Supply	

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 *LR 02.291-XXX-57-XX Street Light 45W*	5.00	2,550.00	0.00	12.00	14,280.00
				Total Order Value . . .		**14,280.00**

Rupees : Fourteen Thousand Two Hundred Eighty Only.

Terms and Conditions :-

Specification / All items shall be of wipro brand- Flood light

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

Delivery Location Gulmohar Residency
Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge
Phone. Contact: Security _______, Admin 9502211011

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty 2 years warranty

Advance Paid NIL

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for pheripheral road MS poles lights purpose

Completion Date NIL

Measurment Nil

Security Nil

Remarks

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name : ____________________

Name : ____________________

Date : __/__/____

TAX INVOICE

Sales Invoice

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	Invoice No. **2905**	Dated **20-Nov-2021**
	Delivery Note **761**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **2905 dt. 20-Nov-2021**	Other References
Consignee (Ship to) **Modi Reality Mallapur LLP** 5-4-187/3&3, II Floor, Soham Mansion, M G Road, Secunderabad 500 003 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36	Buyer's Order No. **82781/187916**	Dated **20-Nov-2021**
	Dispatch Doc No.	Delivery Note Date **20-Nov-2021**
	Dispatched through	Destination
Buyer (Bill to) **Modi Reality Mallapur LLP** 5-4-187/3&3, II Floor, Soham Mansion, M G Road, Secunderabad 500 003 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

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Date & Time :

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for Reflections Electricals Pvt Ltd.

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Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

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