

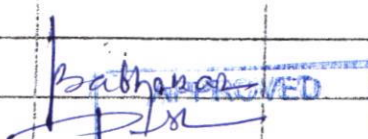
PURCHASE DIVISION
Advice for approval for credit to supplier

③

Date: 21/4/22		Prepared by: babbar		Serial no. 3416	
Supplier name: Reflections Electrical Pvt. Ltd		HO inward no.			
Firm/Company: MDDL		Project: MBL		HO received date	
PO/WO date: 9/10/22		PO/WO No. 81563		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	615	13/10/22	21,840.00	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		21,840.00
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:		21,840.00
Amount E – PO / WO value:		34,440.00
Amount F – Difference (A – D).		12,600.00
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	25/4	
Remarks: Short Received, Can be closed		

Approved by:	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date:					
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 clips, 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.:	81563	PO date:	09-Oct-2022	Req. no.:	
MRN nos. related to PO	97792				
☐	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: <u>Close PO. Full material Received.</u>					
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. Srivani		8/4/22	K. Narender Kumar		8/4/2022
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: <u>bill not received</u>					
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
A. Srivani		18-4-22			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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	

Not accounted in DQA.
Check if approved earlier in M-codex.
Approve bill only after cross check.

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

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
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. 2318	Dated 13-Oct-2021
Delivery Note 615	Mode/Terms of Payment Against Delivery
Reference No. & Date. 2318 dt. 13-Oct-2021	Other References
Buyer's Order No. 81563/178082	Dated 9-Oct-2021
Dispatch Doc No.	Delivery Note Date 13-Oct-2021
Dispatched through Your Self	Destination Mallapur
Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	30W LED Flood Light D913065-1	940540	12 %	15.0000 nos	1,300.00	nos	19,500.00
	OUTPUT CGST						1,170.00
	OUTPUT SGST						1,170.00
Total				15.0000 nos			₹ 21,840.00

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

Amount Chargeable (in words) E. & O.E

INR Twenty One Thousand Eight Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940540	19,500.00	6%	1,170.00	6%	1,170.00	2,340.00
Total	19,500.00		1,170.00		1,170.00	2,340.00

Tax Amount (in words) : **INR Two Thousand Three Hundred Forty 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.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Sales Invoice

Place of Supply : Telangana

Terms of Delivery

Mallapur

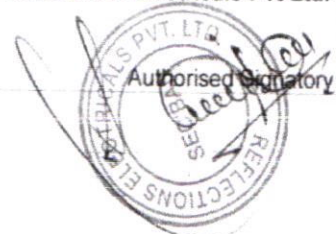
OUTPUT CGST
OUTPUT SGST

E. & O. E.

2.340.00

for Reflections Electricals Pvt Ltd.

This is a Computer Generated Invoice



Purchase Order

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 GSTIN 36AADCR2047Q1ZZ 27540307 27543785.. 9849875767	Doc No	81563	178082
	Doc Date	09-10-2021	
	Quote No	NIL	
	Quote Date	08-10-2021	
	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 LR06-501-XXX-507-XX-Day light	15.00	2,050.00	0.00	12.00	34,440.00
Total Order Value . . .					34,440.00

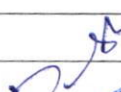
Rupees : Thirty Four Thousand Four Hundred Fourty Only.

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 building from compound wall use purpose .
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: A. Jagan Raju
Sign: A. Jagan Raju
Date: 18-4-22

For **Modi Properties Pvt.Ltd.** Accepted the above Terms And Conditions
Authorised Signatory For **Reflections Electricals Pvt. Ltd.,**



APPROVED

12.1 APR 2022

P. PRABHAKAR
Sr. Manager PURCHASE

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