PURCHASE DIVISION

Advice for approval for credit to supplier

Date	8/5/22	Prepared by	Manu	Serial no.	3814
Supplier name	Reflections Electricals pvt ltd			HO inward no.	
Firm/Company	MARKETING	Project	GHT	HO received date	
PO/WO date	27/12/21	PO/WO No.	83953	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3458	28/12/21	29,120/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	29,120/-

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

MRN nos.:	10597	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:	29,120/-
Amount E – PO / WO value:	29,120/-
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	16/5/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Manu				
Sign:	Manu				
Date	8/5/22				
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:	Full Material Received.						
PO no.:	83953	PO date:	27/12/2021	Req. no.:	140973	Advice Scan ID	
MRN nos. related to PO	101597						
☐	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:	Full Material Received.						

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
K. Sneha	Sneha	08/04/22	Suresh	[signature]	08/04/22

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. ✓	Bill No. 3458 dt. 28-12-21 Amt. 29,120/-	
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:	All Bills Received against P.O.		

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
S. Nagavalli	[signature]	02-05-22			

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:

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Prepared by	Sign	Date

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

Form for closure of purchase order dt 21-3-22 ver4

Purchase Order

 08-04-2022 17:02:49 Original / Office Copy / Purchase Div.Copy

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			
Reflections Electricals Pvt. Ltd.,	**Doc No**	83953	140973
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	27-12-2021	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	25-12-2021	
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 *D540827-31/2" dia- warm light*	50.00	520.00	0.00	12.00	29,120.00
			Total Order Value . . .		**29,120.00**

Rupees : Twenty Nine Thousand One Hundred Twenty Only.

Terms and Conditions :-

Note: Bill Received ✓

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	Greenwood Heights Sy no. 196, Kowkur. Phone. 040-66335551
Penality 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 GHT Site club house 6 and 7 floor false ceiling inside lightis fixing 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

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Nagmullu
Sign:
Date: 02/05/2022

For *Mehta & Modi Realty Kowkur 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 [illegible] T S
Phone [illegible]
GSTIN/UIN [illegible]
State Name Telangana Code 36
E-Mail [illegible]@yahoo.com

Consignee (Ship to)
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4 II Floor MG Road Soham Mansion
Secunderabad 500 003
GSTIN/UIN 36ABLFM7631F1Z3
State Name Telangana Code 36

Buyer (Bill to)
Mehta & Modi Realty Kowkur LLP
5-4-187/3&4 II Floor MG Road Soham Mansion
Secunderabad 500 003
GSTIN/UIN 36ABLFM7631F1Z3
State Name Telangana Code 36
Place of Supply Telangana

Invoice No.	**3458**	Dated	**28-Dec-2021**
Delivery Note	**850**	Mode/Terms of Payment	**Against Delivery**
Reference No. & Date	**3458 dt 28-Dec-2021**	Other References	
Buyer's Order No.	**83953/140973**	Dated	**27-Dec-2021**
Dispatch Doc No.		Delivery Note Date	**28-Dec-2021**
Dispatched through	**Your Self**	Destination	**Kowkoor**
Terms of Delivery			

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED D/L 8W Garnet 2700k D540827**	940540	12 %	50.0000 nos	520.00	nos	**26,000.00**
	OUTPUT CGST						**1,560.00**
	OUTPUT SGST						**1,560.00**
	Total			**50.0000 nos**			**₹ 29,120.00**

11907
101592
30/12/21
3/1/22

SUMMIT SALES LLP
IN WARD
No: 94186
Date: 9/5
Sign:
R.R. DIST.

Amount Chargeable (in words)
INR Twenty Nine Thousand One Hundred Twenty Only

E & O E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940540	26,000.00	6%	1,560.00	6%	1,560.00	3,120.00
Total	**26,000.00**		**1,560.00**		**1,560.00**	**3,120.00**

Tax Amount (in words) : **INR Three Thousand One 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**

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.

Authorised Signatory

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

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. **3458**	Dated **28-Dec-2021**
	Delivery Note **850**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **3458 dt. 28-Dec-2021**	Other References
Consignee (Ship to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II Floor, MG Road, Soham Mansion, Secunderabad 500 003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Buyer's Order No. **83953/140973**	Dated **27-Dec-2021**
	Dispatch Doc No.	Delivery Note Date **28-Dec-2021**
	Dispatched through **Your Self**	Destination **Kowkoor**
Buyer (Bill to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II Floor, MG Road, Soham Mansion, Secunderabad 500 003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED D/L 8W Garnet 2700k D540827**	940540	12 %	**50.0000 nos**	520.00	nos	**26,000.00**
	OUTPUT CGST						**1,560.00**
	OUTPUT SGST						**1,560.00**
	Total			**50.0000 nos**			**₹ 29,120.00**

SUMMIT SALES LLP
IN WARD
No: 94186
Date: 9/5
Sign:
R.R. DIST

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 Nine Thousand One Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
940540	26,000.00	6%	1,560.00	6%	1,560.00	3,120.00
Total	**26,000.00**		**1,560.00**		**1,560.00**	**3,120.00**

Tax Amount (in words) : **INR Three Thousand One 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**

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.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice