

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 8/5/22		Prepared by: Namu		Serial no.: 3809	
Supplier name: Reflections Electricals Pvt Ltd		Project: GMR		HO inward no.:	
Firm/Company: MRM LLP		PO/WO No.: 80241		HO received date:	
PO/WO date: 2/9/22		Scan ID:			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	2030	24/9/21	5,768/-	☐ Yes - ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A Bills total (Excluding Transport & Hamali Charges):				5,768/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	96951		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:				5,768/-	
Amount E - PO / WO value:				5,768/-	
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:		9/5/22			
Remarks:					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Namu				
Sign:	Namu				
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:					
PO no.:	80241	PO date:	01/09/21	Req. no.:	187322
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 (remaining dc are sent to purchase)					
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. Jangke	As	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
Rajyalakshmi		2/5/22			
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					

Duplicate bill given by supplier.
Not accounted in BOA.
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/UID: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com
Consignee (Ship to)

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

Invoice No.
2030
Delivery Note
537
Reference No. & Date.
2030 dt. 24-Sep-2021
Buyer's Order No.
80241/187322
Dispatch Doc No.
2030 dt. 24-Sep-2021
Dispatched through
Your Self
Terms of Delivery

Dated
24-Sep-2021
Mode/Terms of Payment
Against Delivery
Other References
24-Sep-2021
Destination
Mallapur

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	6W S/M LED Sq Panel 2700K D650627	940540	12 %	10.0000 nos	515.00	nos	5,150.00
OUTPUT CGST							309.00
OUTPUT SGST							309.00

OUTPUT CGST
OUTPUT SGST

INWARD
MODI REALITY MALLAPUR LLP
Wd. No: 5026
MRN No: 96951
Received By: 28/9/21
Sign: 28/9/21



Total 10.0000 nos ₹ 5,768.00
Amount Chargeable (in words) E & O.E

INR Five Thousand Seven Hundred Sixty Eight Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940540	5,150.00	6%	309.00	6%	309.00	618.00
Total	5,150.00		309.00		309.00	618.00

Tax Amount (in words) : **INR Six Hundred Eighteen Only**

Company's PAN : AADCR2047Q

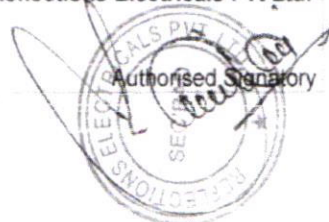
Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

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.

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice



Purchase Order

Page(s) 1 Of 1

08-04-2022 16:49:10

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., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003 GSTIN 36AADCR2047Q1ZZ 27540307 27543785.. 9849875767	Doc No	80241	187322
	Doc Date	02-09-2021	
	Quote No	Nil	
	Quote Date	01-09-2021	
	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 D650627 12WATTS	10.00	515.00	0.00	12.00	5,768.00
Total Order Value . . .					5,768.00

Rupees : Five Thousand Seven Hundred Sixty Eight Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand,
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
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.Payment as per actual receipt of material. Above order for A & B block model flats ouseside corridor ceiling lighting purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts	
Name:	Rajyalakshmi
Sign:	<i>[Signature]</i>
Date:	2/9/22

For **Modi Reality Mallapur LLP**

Authorised Signatory

Name : _____

Name : _____

Accepted the above Terms And Conditions

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

Date : __/__/__

Books of accounts verified and no bills for this PO were received by accounts	
Name:	
Sign:	
Date:	