ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	03/11/23	Prepared by	V.RAVI	Serial no.	
Supplier name	IFB Industries Ltd.			HO inward no.	
Firm/Company	MRMLLP	Project	AGH	HO received date	
PO/WO date	10.11.2020	PO/WO No.	72028	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4434757676	13.11.2020	26,650.00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
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:	26,650.00
Amount E – PO / WO value:	26,650.00
Amount F – Difference (A – E):	NIL
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	100%. Advance paid.
Remarks:	Final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]	✓		
Date		03/11/23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
04 NOV 2023
MANAGING DIRECTOR

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.

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	72028	PO date:	10.11.2020	Req. no.:	16655	Advice Scan ID	
Barcoded PO available	□ Y/☑N	Invoice original available	□Y/□N ☑Copy available			POD available	☑Y/□ N
Data required from site/engineers:							
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: Malirl received. KP Sir & AGH sdy Pem Personely Gifts handed to AG Resident							
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.							
Prepared by: V. RAVI		Sign:			Date: 03/11/23.		

(KRISHNA PRASAD)

Data required from accounts:		
□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
☑ Advance paid against this PO 100%	Amount paid: 26,650/-	Date of payment: 10.11.2020

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: Bills not received against this Po.

Prepared by: RUKMINI	Sign:	Date: 03.11.2023.

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	4434757676	13.11.2020	26,650-00	
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed True copy

Prepared by: Ravi	Sign:	Date: 03/11/2023.

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
☑	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
☑	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			
Approved by: Soham	Sign:	Date:	

APPROVED BY
03 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 03-11-2023 14:37:14 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty (Miryalguda) LLP**
5-4-187/3&4,II nd Floor, M.G.Road, Secunderabad-500 003.
G S T No. : 36ABCFM6774G2ZZ

Supplier Details			
IFB Industries Ltd	**Doc No**	72028	16655
Nacharam, Hyderabad	**Doc Date**	10-11-2020	
	Quote No	NIL	
GSTIN 36AAACI6561R1ZY	**Quote Date**	10-11-2020	
9848073096	**SupplyType**	Supply	

Kind Attn : G. Raji Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6191 - Miscellaneous - Microwave Oven - NA - Nos *IFB - Model No-17PM-MEC 1- White*	5.00	5,330.00	0.00	0.00	26,650.00
				Total Order Value . . .		**26,650.00**

Rupees : Twenty Six Thousand Six Hundred Fifty Only.

Terms and Conditions :-

Specification /	IFB make
Payment Terms	Through RTGS
Tax	included in the above
Delivery Date	Same day
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	NIL
Transportation	Borne by us
Warranty	1 year
Advance Paid	RS 26650/-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above material diwali gift at AGH
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

For ***Modi Realty (Miryalguda) LLP***
Authorised Signatory

Accepted the above Terms And Conditions
For ***IFB Industries Ltd***

Name : ____________________ Name : ____________________ Date : __/__/____

DUPLICATE TAX INVOICE

ORIGINAL FOR RECIPIENT

IFB

IRN: Ack No: Ack Date:

IFB INDUSTRIES LIMITED
Regd Office: 14,TARATOLLA ROAD , KOLKATA - 700088 INDIA
Phone No: Fax:
Website & Email : www.ifbappliances.com
PAN : AAACI6561R CIN : L51109WB1974PLC029637

Name of Customer (Billed to):
MR MODI (MODI PROPERTIES)
HNO 5-4-187/3/4 2ND FLR MG ROAD 9515546784 040-66335551 HYDERABAD Telangana India 500009
State Name & CodeTelangana 36
PAN No : GSTIN/UIN : NA
Place of Supply:Telangana

Branch Address:
IFB Industries Limited, Telangana
Sathya Mansion, 1st Floor, 32&33 Chitta Reddy Colony, Tarbund X Roads, Secunderabad Secunderabad 500009 INDIA
GSTIN: 36AAACI6561R1ZY
State Name & Code: Telangana 36
Stock Point:
IFB INDUSTRIES LIMITED,
Qutbullapur Mandal ,KOMPALLY, SY. NO-92/P. H.NO-1-21, MALAKUNTBAVI
Rangareddy 500014
Telangana India
GSTIN : 36AAACI6561R1ZY
State Name & Code: Telangana 36

Invoice No. : 4434757676 Payment Mode :
Invoice Date: 13.11.2020 Time: 17:08:40
Transporter Name:
Transport Mode:
LR Number:
Gross Weight: 64.650 Net Wt.: 59.650
Challan Details: 2008103033 13.11.2020
PO Details : 1014082/REC/APP/000408 13.11.2020 Sales Order: 13693997
Name of Consignee (Shipped to):
MR MODI (MODI PROPERTIES)
HNO 5-4-187/3/4 2ND FLR MG ROAD 9515546784 040-66335551 HYDERABAD Telangana India 500009
Phone No 9515546784 Mobile No 9515546784
State Name & Code: Telangana 36
GSTIN/UIN : NA

S.No.	Item Code / Cust Mat Code.	Desc of Goods/Services	Cust PO	HSN of Goods / Services	Qty	UoM	Unit Price	Total Amount	Cash Disc.	Trade Disc	Taxable value	CGST		SGST/UTGST		IGST	
												Rate	Amount	Rate	Amount	Rate	Amount
1	8903287005008	MICROWAVE OVEN 17PM-MEC1	1014082/REC/APP/000408	85165000	5.000	PCS	5,245.76	26,228.80		- 3644.07	22,584.73	9.00	2,032.63	9.00	2,032.63	0%	
2	MW921PRRBK010	RECEIPE BOOK NEETA MEHTA	1014082/REC/APP/000408	49111010	5.000	PCS											
		Freight Charges						0.00			0.00	9.00	0.00	9.00	0.00	0.00	0.00
		Total			10.000								2,032.63		2,032.63		

Freight charges (in words): NIL ONLY

CGST Amount (in words): TWO THOUSAND THIRTY TWO RUPEES SIXTY THREE PAISE ONLY

SGST/UTGST Amount (in words): TWO THOUSAND THIRTY TWO RUPEES SIXTY THREE PAISE ONLY

Total Invoice Value(in words): TWENTY SIX THOUSAND SIX HUNDRED FORTY NINE RUPEES NINETY NINE PAISE ONLY

Total taxable value	22,584.73
Total CGST	2,032.63
Total SGST/UTGST	2,032.63
Total invoice value	26,649.99

S.No.	Material Code	Description of Goods/ Services	Quantity	Serial Nos.

Whether tax is payable under reverse charge basis - No

Declaration:
Declared that this invoice shows the actual price of the goods and all the particulars are true and correct.

(E&OE)

Terms & Conditions:
Certified that the goods are received correctly and in good condition. We certify that the goods received under this challan are of genuine requirements order by us and we are liable to pay the value thereof to the company as per terms ruling on this day. We undertake not to return goods to the company unless there is any manufacturing defect. Any such defects will be intimated to the company in writing within 30 days from the date of receipt of goods. Interest @ 24% will be charged, if payment is not received within the due date.

For IFB Industries Ltd

Authorized Signatory

"TRUE COPY"

IFB

Annexure To Tax Invoice

ORIGINAL FOR RECIPIENT

IFB INDUSTRIES LIMITED

Regd Office: 14,TARATOLLA ROAD , KOLKATA - 700088 INDIA
Phone No: Fax:
Website & Email : www.ifbappliances.com
PAN : AAACI6561R CIN : L51109WB1974PLC029637

Name of Customer (Billed to):
MR MODI (MODI PROPERTIES)
HNO 5-4-187/3/4 2ND FLR MG ROAD 9515546784 040-66335551 HYDERABAD Telangana India 500009
State Name & CodeTelangana 36
PAN No : GSTIN/UIN : NA
Place of Supply:Telangana

Branch Address:
IFB Industries Limited, Telangana
Sathya Mansion, 1st Floor, 32&33 Chitta Reddy Colony, Tarbund X Roads, Secunderabad Secunderabad 500009 INDIA
GSTIN: 36AAACI6561R1ZY
State Name & Code: Telangana 36
Stock Point:
IFB INDUSTRIES LIMITED,
Qutbullapur Mandal ,KOMPALLY, SY. NO-92/P. H.NO-1-21, MALAKUNTBAVI
Rangareddy 500014
Telangana India
GSTIN : 36AAACI6561R1ZY
State Name & Code: Telangana 36

Invoice No. : 4434757676 Payment Mode :
Invoice Date: 13.11.2020 Time: 17:08:40
Transporter Name:
Transport Mode:
LR Number:
Gross Weight: 64.650 Net Wt.: 59.650
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Name of Consignee (Shipped to):
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HNO 5-4-187/3/4 2ND FLR MG ROAD 9515546784 040-66335551 HYDERABAD Telangana India 500009
Phone No 9515546784 Mobile No 9515546784
State Name & Code: Telangana 36
GSTIN/UIN : NA

1	8903287005008	MICROWAVE OVEN 17PM-MEC1	5.000	(5008200815104229, 5008200815104234, 5008200815104235, 5008200815104734, 5008200815105628)
2	MW921PRRBK010	RECEIPE BOOK NEETA MEHTA	5.000	

"TRUE COPY"

Declaration:
Declared that this invoice shows the actual price of the goods and all the particulars are true and correct.

(E&OE)

Terms & Conditions:
Certified that the goods are received correctly and in good condition. We certify that the goods received under this challan are of genuine requirements order by us and we are liable to pay the value thereof to the company as per terms ruling on this day. We undertake not to return goods to the company unless there is any manufacturing defect. Any such defects will be intimated to the company in writing within 30 days from the date of receipt of goods. Interest @ 24% will be charged, if payment is not received within the due date.

For IFB Industries Ltd

Authorized Signatory