

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

Date:	29.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	MEGA ENGINEERING			HO inward no.	
Firm/Company	Cryotia	Project	GV one.	HO received date	
PO/WO date	—	PO/WO No.	—	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	ME/129/23-24	16.10.23	20,956.00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				20,956.00	
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:				20,956.00	
Amount E – PO / WO value:				—	
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		100% Advance Paid.			
Remarks: find bill (none on vessel request DG services work completed)					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29.11.23			
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 weightment 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.: N.A	PO date: NA	Req. no.: N.A	Advice Scan ID
Barcoded PO available ☐ Y/ ☐ N	Invoice available original ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	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: DG set servicing work completed including consumables.			
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: CH. BHAVANI	Sign: fr	Date: 28.11.23	
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: 20,956.00	Date of payment: 14.10.23	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
4.			
Remarks by Accountants: Bill not received for enclosed invoice.			
Prepared by: VINOD	Sign: Vinod	Date: 28.11.23	
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
1.	ME/129/23-24	16-10-2023	20,956.00
2.			
3.			
4.			
5.			
Remarks: Need MD's Approval for enclosed Invoice			
Prepared by: Ravi	Sign: R	Date: 28.11.23	
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).	☐ Prepare bill in SLLP 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: W	

APPROVED BY
29 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Customer :

G.V-1 Site

Site :

G.V-1
Genome valley M.N Park
Tirunelveli.

Ph: 9849005171

MEGA**ENGINEERING**7-1-282/22/A, Scientific Colony, Balkampet,
S.R.Nagar, Hyderabad - 500 038.

Service Report

Ref. No.

Date : 14/10/2023

Time In

Out

Nature of Complaint :

Fixing of new AVR unit and trials

Check List for AMC / SERVICING / BREAK DOWN

D.G. Set :

ENGINE**ALTERNATOR****CONTROL PANEL**

Model : HA294 SAT
S.L. No. 022129/1121035
Make : Kuloskey
No. of Hours : 1047
L.O. Level Sump : OK
Air Filter : OK
Belt : OK
Radiator / Fins : OK
Coupling : NA
Oil Leakage : -
Diesel Leakage : -
Exhaust Smoke : OK
Others :

Frame : K6184B
M.C. No. CS2B011E2659-1
Make : Kuloskey
Connections : OK
Carbon Brushes : NA
Rectifier : OK
Surge Suppressor : OK
Capacitors : NA
Rotating Rectifier : OK
Sliprings : NA
Diodes : OK
Brush Holder : -
Mx Coils : -
Others : AVR unit Replaced

Type : STD.
S.L. No. :
Make :
No. of Hrs. :
I. Lamps :
Meters :
MCB / MCCB :
Contactors :
Fuses :
Terminations :
Loose Contacts :
Others :

Battery Cables : OK

Distilled Water :

Petroleum Jelly :

Starter : OK

Alternator : OK

Dynamo : -

Cut Out :

Others :

Load Trial Details :

Time	Lop Kgs. Cms	Lo Temp °C	Rpm	Water Temp °C	Volts	Load in Amps			Freq.	Battery Charging
						R. Ph	Y. Ph	B. Ph		
	5	OK	STD	8	245	7			51	OK

Remarks : opened the old AVR unit Fixed the new AVR unit given the connections and started the Daset and taken load trial for 10 minutes and show to customer

Note :- Earthing Not provided for Body and neutral connection immediately

Signature 14/10/23
14/10/23 140036240

Signature
Service Engineer

Purchase Order

Original

Bill submission: Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad-03. Do not send to site.
Installation: NA,
Commissioning: NA.

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

MEGA ENGINEERING

7-1-282/22/A, SCIENTIFIC COLONY, BALKAMPET, S.R. NAGAR, HYDERABAD, TELENGANA-500 038.
CELL:9849005171,9440065996, E-MAIL: mega_engg@yahoo.com

GSTIN: 36AAVFM6593K1Z9

INVOICE

ORIGINAL FOR CUSTOMERS
DUPLICATE FOR SUPPLY/TRANSPORT
DUPLICATE FOR SUPPLY/TRANSPORT

INVOICE NO: ME/129/23-24.

INVOICE DATE: 16-10-2023.

REVERSE CHARGE (Y/N): NIL.

STATE: TELENGANA

CODE

36

TRANSPORT MODE:

VEHICLE NUMBER:

DATE OF SUPPLY:

PLACE OF SUPPLY:

Bill to Party

NAME: M/S. CRESCENTIA LABS PVT LTD.

ADDRESS: MN PARK, TURKAPALLY, SHAMIRPET.

GSTIN: 36AADCB2608M1Z0.

STATE: TELENGANA

CODE

36

Ship to Party

NAME: M/S. CRESCENTIA LABS PVT LTD.

ADDRESS: MN PARK, TURKAPALLY, SHAMIRPET.

GSTIN: 36AADCB2608M1Z0.

STATE:

CODE

S.
No

PRODUCT DESCRIPTION

HSN/
SAC
CODE

UOM

QTY

RATE

AMOUNT/
TAXABLE VALUE

SERVICE AND REPAIRS FOR YOUR 15 KVA DG SET WITH HA294 ENGINE.

1 SUPPLY OF FILTER KIT

2 SUPPLY OF KIRLOSKAR LUBRICATING OIL

3 SUPPLY OF KEY SWITCH

4 SUPPLY OF ESU UNIT AND NO/NC CONTACTS

5 SUPPLY OF FUEL PIPE

6 SUPPLY OF AUTOMATIC VOLTAGE REGULATOR

7 OUR SERVICE CHARGES

KIT

1

900.00

900.00

LTS

7.5

300.00

2,250.00

NOS

1

700.00

700.00

SET

1

4,110.00

4,110.00

NOS

1

600.00

600.00

NOS

1

4,200.00

4,200.00

JOB

1

5,000.00

5,000.00

Total Invoice amount in words

(RUPEES TWENTY THOUSAND NINE HUNDRED FIFTY SIX ONLY)

TOTAL AMOUNT BEFORE TAX

17,760.00

ADD:CGST @9%

1,598.40

ADD:SGST @9%

1,598.40

TAX AMOUNT :GST

3,198.80

ROUNDED OFF TO LESS 0.80 PS

LESS PS 0.80

TOTAL AMOUNT AFTER TAX

20,956.00

GST on Reverse Charge

NIL

Bank Details

DHANALAXMI BANK LTD

S.R.NAGAR.

Bank A/C: 018805300002984.

Bank IFSC: DLXB0000188.

"TRUE COPY"

CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE TRUE AND CORRECT

for MEGA ENGINEERING