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

Date:	29.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Reliable Solutions.			HO inward no.	
Firm/Company	MRMLLP	Project	AGH.	HO received date	
PO/WO date	26.5.22	PO/WO No.	88596.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	006	24.11.23	35,400.00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	35,400.00
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:	35,400.00
Amount E – PO / WO value:	35,400.00
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 & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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 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.:	88596	PO date:	26.05.22	Req. no.:	165637	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: Mateial received from supplier		
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: JAKIR	Sign: for	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: 35,400/-	Date of payment:

Details of part bill received:

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

Remarks by Accountants:		
Prepared by: RUKMINI	Sign:	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	MRN no.
1.	006	24.11.23	35,400-00	
2.				
3.				
4.				
5.				

Remarks: Need MD's approval to get Invoice from vendr.		
Prepared by: Ravi	Sign:	Date: 28.11.23

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
29 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 15-07-2023 10:22:55 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			
Reliable Solutions	**Doc No**	88596	165637
4-248/5/2, Velankanni Nagar, Near YSR Statue, Shamshabad, Hyderabad, R.R. Dist.	**Doc Date**	26-05-2022	
	Quote No	6	
GSTIN 36AAYFR5587K1Z1	**Quote Date**	18-05-2022	
9177012273 7032013222	**SupplyType**	Supply	

Kind Attn : Dhanunjaya (Rishiba Sharma)

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5146 - Equipment - sports - Swimming pool cleaning net - Other - nos *Heavy duty 17.5 inch aluminium weighted swimming pool vacuum head on wheels with 18" aluminium cleaning brush EZ Clips-Blue&white*	1.00	30,000.00	0.00	18.00	35,400.00
					Total Order Value . . .	**35,400.00**

Rupees : Thirty Five Thousand Four Hundred Only.

Terms and Conditions :-

Specification /	Brand and mentioned as quote no 6 dated 18-05-22
Payment Terms	100% advance payment
Tax	GST included in the prices
Delivery Date	With 4 days
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Rs. 35,400-00, by ccheque/RTGS.
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account above order is for swimming pool 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For *Modi Realty (Miryalguda) LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Reliable Solutions*

Date : / /

Item Wise PO(s) Price List

From : 15-11-2021 T0 : 15-11-2023

15-11-2023 14:10:25

Supplier Name	**Reliable Solutions**
Company Name	**Modi Farm House (Hyderabad) LLP**
Item Name	**5146 - Equipment - sports - Swimming pool cleaning net - Other -**

POID	Date	Other Specifications	Qty	Rate	Dis%	GST%	Net Amount
89059	08-06-22	Heavy duty 17.5 inch aluminium weighted swimming pool vacuum head on wheels with 18" aluminium cleaning brush EZ Clips-Blue&white	1.00	30000.00	0.00	18.00	35400.00
***** Total Quantity And Average Rate			1.00	30000.00			35400

Supplier Name	**Reliable Solutions**
Company Name	**Modi Realty (Miryalguda) LLP**
Item Name	**5146 - Equipment - sports - Swimming pool cleaning net - Other -**

POID	Date	Other Specifications	Qty	Rate	Dis%	GST%	Net Amount
88596	26-05-22	Heavy duty 17.5 inch aluminium weighted swimming pool vacuum head on wheels with 18" aluminium cleaning brush EZ Clips-Blue&white	1.00	30000.00	0.00	18.00	35400.00
***** Total Quantity And Average Rate			1.00	30000.00			35400

GST No. : 36AAYFR5587K1Z1

GST INVOICE

Cell : +91 7032013222
9550960865
4-248/5/2, Velankanni Nagar,
Near YSR Statue,
Shamshabad,
Hyd. R.R. Dist. T.S.
relliablesollutions@gmail.com

Reliable Solutions

House Keeping | Stationery | Plywood | Hardware | Chemicals | Sports
Fitness | Printing | Electrical | Plumbing | Engineering Services |
Water Test Kits | Descalling Services | General Supply, Salt & Hardware

88596

Invoice No. 006		P.O.No.	Prabhakar
Date : 24/11/2023		Transportation Mode	-
State Telangana	T.s. Code - 36	e-way Bill / E.R. No.	-

Name: M/S Modi Realty (Malkajgiri) LLP
Address: 5-4-187/3&4 II^nd Floor M.G.Rd. Secunderabad
GSTIN: 36ABCFM6774G2Z State Telangana Code 500003

Sl. No.	DESCRIPTION OF GOODS	HSN CODE	Qty.	Rate	Taxable Value
	Swimming pool cleaning Net 17.5 Aluminium Suction Vaccum Hed 18" inch cleany Brush		01	30,000	30,000.00

Total invoice Amount in Words : Thirty five Thousand and four hundred only	Total Amount Before Tax	30,000.0
	ADD : CGST %	
BANK - RTGS/NEFT Details RELIABLE SOLUTIONS ICICI BANK A/C No. 426605000174 IFSC Code : ICIC0004266 Branch : Shamshabad	ADD : SGST %	
	ADD : IGST 18 %	5,400.0
	Forwarding Charges	-
	Total Amount After Tax	35,400

PAYMENT TERMS - Immediately /_______ days

Terms & Conditions
1. Goods once sold cannot be taken back
2. This invoice Subject to Hyderabad Jurisdicton only
3. TCCA90 Rates are Subjected to charge with Dollar Price

Certified that the Particulars given above are true and correct

For RELIABLE SOLUTIONS

"TRUE COPY"

Signature

Buyer's Signature .... Mob: ....