

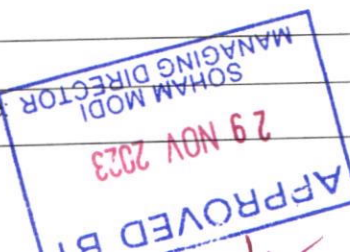
ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	29.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Reliable Solutions.			HO inward no.	
Firm/Company	MRMLP	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: find bill & close this PO.					
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 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 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: Mater 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: TAKIR	Sign: [Signature]	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
1.			
2.			
3.			
4.			
Remarks by Accountants:			
Prepared by: RUKMINI	Sign: [Signature]	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.	006	24.11.23	35,400.00
2.			
3.			
4.			
5.			
Remarks: Need MD's approval to get Invoice from vendor.			
Prepared by: Ravi	Sign: [Signature]	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: 29 NOV 2023	



Purchase Order

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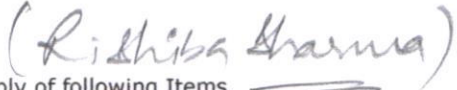
15-07-2023 10:22:55

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 4-248/5/2, Velankanni Nagar, Near YSR Statue, Shamshabad, Hyderabad, R.R. Dist. GSTIN 36AAYFR5587K1Z1 9177012273 7032013222	Doc No	88596	165637
	Doc Date	26-05-2022	
	Quote No	6	
	Quote Date	18-05-2022	
	SupplyType	Supply	

Kind Attn : Dhanunjaya



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
Penalty 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**

Item Wise PO(s) Price List

From : 15-11-2021 TO : 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

"TRUE COPY" Signature