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

Date:	29.11.23	Prepared by	V.RAVI	Serial no.	
Supplier name	Priyanka Enterprises.			HO inward no.	
Firm/Company	MRK LLP	Project	G.H.P	HO received date	
PO/WO date	19.03.22	PO/WO No.	81574	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1020.	09.7.22	1434-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1434-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107034	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:	1434-00
Amount E – PO / WO value:	49,168.78
Amount F – Difference (A – E):	47,734.78
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	10.12.23
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.:	86574	PO date:	19-03-2022	~~Req. no.:~~		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	107034 Inwd - 12498 dtd - 04/05/22	
□ 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: Full materiad close the PO.

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: D.Devi	Sign: D.Devi	Date: 15/11/23.

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	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	234	27.04.2022	47,511-00	yes.
2.	Anulay			
3.				
4.				

Remarks by Accountants:

Prepared by: Nagamalleshwar Rao	Sign:	Date: 15/11/23.

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.	1020	09.07.22	1434-00	107034
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to get certified True copy from vendor.

Prepared by: Ravi	Sign:	Date: 15/11/23.

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
SOHAM MODI
MANAGING DIRECTOR
18 NOV 2023

GST NO: 36ADIPA6040M1ZL

TAX INVOICE

Pending

DUPLICATE

PRIYANKA ENTERPRISES

Since 1995

Distributors for: Ok Play, Little Genius,Creative Edu Aids

Shop No.12, City Towers, Opp: Metro Pillar No.1430, Malakpet, Hyderabad - 500 036

Cell: 9849112001, 9177776348, 98490 07177

EXCLUSIVE PLAY SCHOOL & PLAY GROUND EQUIPMENT HOUSE

QCL

ISO 9001 : 2008

smile play — It's A Kids World..

DATE 9-Jul-22

INVOICE No. 1020

M/s. Mehta & Modi Realty Kowkur LLP
5-4-187/3&4,IInd Floor,MG Road, Secunderabad

Delivery At:
5-4-187/3&4,IInd Floor,MG Road, Secunderabad

Mobile

Mode of Payment:

Lr No : Lr Dt : Transporter Name : SELVA

P.O.No: P.O. Dt: NO. Of Packs:

Way Bill No. : Vehicle No: TS10UA9758 Desp.By:

Party's GST No : 36ABLFM7631F1Z3 Party's PAN No:

State : Telangana State Code: 36

S.No	Name of the Product	HSN Code	Qty.	Unit Price	Total	Disc.	Taxable Value	CGST Rate	CGST Value	SGST Rate	SGST Value	Total Amount
1	Adj Basket Ball / Basket Ball Ring	9503	1.00	1,600.00	1,600.00	20 %	1,280.00	6 %	76.80	6 %	76.80	1,433.60
	Sub Total		1		1,600.00		1,280.00		76.80		76.80	1,433.60

DELIVERED

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
95[illegible]	1,280.00	6%	76.80	6%	76.80	153.60
Total	1,280.00		76.80		76.80	153.60

CHECKED By:

Company's Bank Details:

Axis Bank Current Account, Branch
A/C No: 235010200010548,IFSC Code: UTIB0000235

Amount in words: Rs.One Thousand Four Hundred Thirty Four only

Total Amount Before Tax	**1,280.00**
Add:- CGST	**76.80**
Add:- SGST	**76.80**
Total GST TAX Amount	**153.60**
Round Off	**0.40**
Total AMOUNT	**1,434.00**

TERMS & CONDITIONS
Payment to be made by Cheque/DD/NEFT /RTGS in favour of M/s. PRIYANKA ENTERPRISES
Our responsibility ceases as soon as the goods have been delivered to the carriers.
No claims for Breakages and shortage during transit will be entertained.
All disputes Subject to Hyderabad Jurisdiction only.

Receiver's Signature & Stamp

Received By: Sn

Phone No.: 9246364748

For PRIYANKA ENTERPRISES

Authorised Signatory

Purchase Order

 15-11-2023 14:10:25 Original / Office Copy / Purchase Div.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
PRIYANKA ENTERPRISES	**Doc No**	86574	141279
# S.No.12, City Towers, Nalgonda X Roads, Malakpet, Hyderabad - 500 036.	**Doc Date**	19-03-2022	
	Quote No	Nil	
GSTIN -	**Quote Date**	19-03-2022	
040 - 24558658 / 24546704 9849007177	**SupplyType**	Supply	

Kind Attn : Mr.Janardhan.(janardhan.eduneeds@gmail.com)

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**IGST**	**Amount**
1	6250 - Miscellaneous - Creche Item - NA - Nos *Pony ride on- SP 1027*	1.00	1,890.00	20.00	12.00	1,693.44
2	6250 - Miscellaneous - Creche Item - NA - Nos *Scoot rider-SP 1023*	1.00	940.00	20.00	12.00	842.24
3	6250 - Miscellaneous - Creche Item - NA - Nos *Sitting swing car-SP1052*	1.00	1,890.00	20.00	12.00	1,693.44
4	6250 - Miscellaneous - Creche Item - NA - Nos *Junior rocker-SP1015*	1.00	1,680.00	20.00	12.00	1,505.28
5	6250 - Miscellaneous - Creche Item - NA - Nos ~~*Giraffe slide-SP2025*~~	1.00	2,000.00	20.00	12.00	1,792.00
6	6250 - Miscellaneous - Creche Item - NA - Nos *Victor chair-SP3001*	8.00	460.00	25.00	18.00	3,256.80
7	6250 - Miscellaneous - Creche Item - NA - Nos *Front round table-SP3009*	2.00	3,990.00	25.00	18.00	7,062.30
8	~~6250 - Miscellaneous - Creche Item - NA - Nos~~ *Book shelf-SP5002*	~~1.00~~	~~3,800.00~~	~~25.00~~	~~18.00~~	~~3,363.00~~
9	6250 - Miscellaneous - Creche Item - NA - Nos *Toy rack- SP5003*	1.00	4,990.00	25.00	18.00	4,416.15
10	6250 - Miscellaneous - Creche Item - NA - Nos *Basket ball set-SP5007*	1.00	1,500.00	20.00	12.00	1,344.00
11	6250 - Miscellaneous - Creche Item - NA - Nos *Play junction-SP5025- 20 rft*	1.00	9,900.00	25.00	18.00	8,761.50
12	6250 - Miscellaneous - Creche Item - NA - Nos *2way easel board-SP5145*	1.00	2,900.00	20.00	12.00	2,598.40
13	6250 - Miscellaneous - Creche Item - NA - Nos *Child bed-SP5174*	1.00	3,390.00	25.00	18.00	3,000.15
14	6250 - Miscellaneous - Creche Item - NA - Nos *Floor matt- SP5131- 100 Sft*	6.25	1,400.00	20.00	12.00	7,840.00
					Total Order Value . . .	**49,168.70**

Rupees : Fourty Nine Thousand One Hundred Sixty Eight and Paise Seventy Only.

Terms and Conditions :-

Specification / All items shall be of ``SMILE PLAY`` brand.

Payment Terms 50% Advance and ballance 50% after delivery of balance material.

Tax ~~All taxes are included in above prices~~

For ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***PRIYANKA ENTERPRISES***

Date : / /

Purchase Order

 15-11-2023 14:10:25 Original / Office Copy / Purchase Div.Copy

Delivery Date	With in a week to ten days
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Extra as per actuals
Warranty	Nil
Advance Paid	Rs.24, 500/- paid by cheque no.................., dated..................................
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for Creche, 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 ***Mehta & Modi Realty Kowkur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***PRIYANKA ENTERPRISES***

Date : / /

GST NO: 36ADIPA6040M1ZL **TAX INVOICE** Pending

DUPLICAT

PRIYANKA ENTERPRISES

smile play
It's A Kids World

QCL

Since 1995
Distributors for: Ok Play, Little Genius,Creative Edu Aids
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EXCLUSIVE PLAY SCHOOL & PLAY GROUND EQUIPMENT HOUSE

ISO 9001 : 200

DATE 9-Jul-22

INVOICE No. 1020

Delivery At:
5-4-187/3&4,IInd Floor,MG Road,
Secunderabad

M/s. Mehta & Modi Realty Kowkur LLP
5-4-187/3&4,IInd Floor,MG Road, Secunderabad

Mobile

Mode of Payment:

Lr No : Lr Dt : Transporter Name : SELVA

NO. Of Packs:

P.O.No: P.O. Dt: Way Bill No. : Vehicle No: TS10UA9758 Desp.By:

Party's GST No : 36ABLFM7631F1Z3 Party's PAN No:

State : Telangana State Code: 36

S.No	Name of the Product	HSN Code	Qty.	Unit Price	Total	Disc.	Taxable Value	CGST Rate	CGST Value	SGST Rate	SGST Value	Total Amount
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CHECKED By:

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Axis Bank Current Account, Branch
A/C No: 235010200010548,IFSC Code: UTIB0000235

Amount in words: Rs.One Thousand Four Hundred Thirty Four only

Total Amount Before Tax	**1,280.00**
Add:- CGST	**76.80**
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No claims for Breakages and shortage during transit will be entertained.
All disputes Subject to Hyderabad Jurisdiction only.

Receiver's Signature & Stamp

Received By:
Phone No.: 9246364748

For PRIYANKA ENTERPRISES

Authorised Signatory

"TRUE COPY"