ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	29.11.23	Prepared by	V.RAVI	Serial no.	
Supplier name	RG Intra			HO inward no.	
Firm/Company	Dr. NRK	Project	NRK.	HO received date	
PO/WO date		PO/WO No.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	143	29.06.23	63,000-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	63,000-00
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:	63,000-00
Amount E – PO / WO value:	84,000-00
Amount F – Difference (A – E):	21,000-00
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: find bill & close this PO. (NOTE! Excess Qnty received against the 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.

Form for closure of purchase order

PO no.: 20230504049 | PO date: 4/05/23 | Req. no.: 20230504039 | 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: 20230506090, 20230510020, 20230512021, 20230517019

☐ 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: AS per PO quantity 20 m³ received 35 m³ close 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: S. Shraryа | Sign: | Date: 11/10/23

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.	63 & 64	27/05/23	25,200 & 25,200	
2.	65 & 66	27/05/23	25,200 & 25,200	
3.				

Remarks by Accountants: Bill no: 143 not received.

Prepared by: Divya | Sign: Divya | Date: 03.11.23

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.	143	29.06.23	63,000-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed Certified true copy.

Prepared by: Ravi | Sign: | Date: 14.11.23

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
18 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

'Internal memo no. 903/35/A

Annexure - B

RMC pour report

Company/ firm:	DR.NRK BIOTECH PVT LTD		Block No.:	-
Project:	Nextopoils		Flat / Villa no.:	Towards compound wall use purpose
Supplier:	R6 infra		Slab no.:	-
Requisition nos.:	20230504039		A. Estimated quantity:	20 M3
PO nos.:	20230504049		B. Requisition quantity:	20 M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	15 M3
Suraj			D. Difference (C-A)	05 M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	18.06.2023	07:39	08:50	08:00	08	1630	19200	19380	-			
2.	18.06.2023	11:45	12:55	13:15	07	1632	16800	17160	-			
3.												
4.												
5.												
6.												
7.												
Total:				*	15		36000	36540				
Remarks	As per quantity ordered 20 M3 consumed 15 M3.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

* To be process.

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	DR.NRK BIOTECH PVT LTD		Block No.:	-
Project:	Nextopoils		Flat / Villa no.:	Towards compound wall use purpose
Supplier:	R6 infra		Slab no.:	-
Requisition nos.:	20230504039		A. Estimated quantity:	20 M3
PO nos.:	20230504049		B. Requisition quantity:	20 M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	03 M3
Sunay			D. Difference (C-A)	17 M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	17.05.2023	10:30	11:40	12:00	03	1253	7200	6420	780			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
Total:					03		7200	6420	780			
Remarks	As per quantity ordered 20 M3 consumed 03 M3.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

completed.

`Internal memo no. 903/35/A

Annexure - B

RMC pour report

Company/ firm:	DR.NRK BIOTECH PVT LTD		Block No.:	-
Project:	Nextopoils		Flat / Villa no.:	Towards compound wall use purpose
Supplier:	R6 infra		Slab no.:	-
Requisition nos.:	20230504039		A. Estimated quantity:	20 M3
PO nos.:	20230504049		B. Requisition quantity:	20 M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	05 M3
Sunay			D. Difference (C-A)	15 M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs	7 day cube test strength in kN/m2	28 days cube test strength in kN/m
1.	12.05.2023	10:30	11:40	12:00	05	064	12000	11180	820			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
Total:					05		12000	11180	820			
Remarks	As per quantity ordered 20 M3 consumed 05 M3.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site

compleated.

Internal memo no. 903/35/A

Annexure - B

RMC pour report

Company/ firm:	DR.NRK BIOTECH PVT LTD		Block No.:	-
Project:	Nextopoils		Flat / Villa no.:	Towards compound wall use purpose
Supplier:	R6 infra		Slab no.:	-
Requisition nos.:	20230504039		A. Estimated quantity:	20 M3
PO nos.:	20230504049		B. Requisition quantity:	20 M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	06 M3
Suraj			D. Difference (C-A)	14 M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	10.05.2023	10:39	11:50	12:15	06	1234	14400	14410	-			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
Total:					06		14400	14410	-			
Remarks	As per quantity ordered 20 M3 consumed 06 M3.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

completed.

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Annexure - B

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Company/ firm:	DR.NRK BIOTECH PVT LTD		Block No.:	-
Project:	Nextopoils		Flat / Villa no.:	Towards compound wall use purpose
Supplier:	R6 infra		Slab no.:	-
Requisition nos.:	20230504039		A. Estimated quantity:	20 M3
PO nos.:	20230504049		B. Requisition quantity:	20 M3
Sign of Security	Sign of Admin	Sign of Project Manger	C. Actual quantity poured	06 M3
Suraj			D. Difference (C-A)	14 M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quantity poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	06.05.2023	11:35	12:45	13:00	06	006	14400	14430	-			
2.												
3.												
4.												
5.												
6.												
7.												
8.												
Total:					06		14400	14430	-			
Remarks	As per quantity ordered 20 M3 consumed 06 M3.											

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/ m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

completed.

Purchase Order

Original

From Company:	Dr.Nrk Biotech pvt Ltd Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Turkapally, Medchal - Malkajgiri, Hyderabad,Telangana,500078 GSTNO:36AACCD2775Q1Z3	Delivery Location:	Nextopolis Sy No 230 to 243, Turkapally Village Hyderabad,Telangana,500078 Bala Murali Krishna,7337371177

Supplier Details				
R6 Infra plot no:15,Sy:157/1 & 157/2 Cheeryala keesara Mandal Medchal-Malkjgiri Dist, TG, GSTIN:36ABFFR9437A1Z6 6281927894 r6infra05@gmail.com	PO No	20230504049	Quote No	Nil
	PO Date	04 May 2023	Quote Date	06 May 2023
	Supply Type	Purchase Order	Requisition Num	20230504039

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	RMCC2936-RMC-RMC-M20---cum	20.00	3,559.32	0%	71,186	0%	9%	9%	0	6,407	6,407	84,00
								Total Amount ...	0	6,407	6,407	84,00

Rupees in words : Eighty Four Thousands Only.

Terms and Conditions:-

RMC other terms :	Batching report + cube test report must be provided.
RMC specification:	250 kgs of cement to be added per cum.
RMC quantity	Payment shall be made on quantity delivered at site. All vehicles to be weighed near site
RMC line pump:	Line / boom pump charges included.
Payment Terms :	Within 30 days of delivery and on production of bill.
Tax :	Inclusive of GST and all other taxes.
Delivery Date :	As per Site Engineers Request.
Delivery Location :	As per details given above

Bill submission:	Vendor Shall submit proof of delivery+originak invoice at head office of purchaser
Remarks :	Delivery at NRK Turkapally Contact Person Shravya-9676246895.

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.

R6 Infra

READY MIX CONCREATE AND BRICKS

Tax Invoice

R6 Infra S S Villas, H No 1-1-50/2/15 Kapra Keesara Markandaya Naga GSTIN/UIN: 36ABFFR9437A1Z6 State Name : Telangana, Code : 36 E-Mail : r6infra05@gmail.com	Invoice No. **143**	Dated **29-Jun-2023**
		Mode/Terms of Payment
Buyer **Dr.Nrk Biotech pvt Ltd** Plot no.11,, TSIIC Industrial Development Area, Sno.230 to 243, Turkapally, Hyderabad, GSTIN/UIN : 36AACCD2775Q1Z3 State Name : Telangana, Code : 36	Supplier's Ref. **20230504049**	Other Reference(s)
	Buyer's Order No.	Dated
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**M-20**	38245010	18 %	**15.00 cm**	3,559.32	cm	**53,389.80**
	CGST @9%				9	%	**4,805.08**
	SGST @9%				9	%	**4,805.08**
	Round Off						**0.04**
	Total			**15.00 cm**			**₹ 63,000.00**

E. & O.E

Amount Chargeable (in words)

INR Sixty Three Thousand Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
38245010	53,389.80	9%	4,805.08	9%	4,805.08	9,610.16
Total	**53,389.80**		**4,805.08**		**4,805.08**	**9,610.16**

Tax Amount (in words) : **INR Nine Thousand Six Hundred Ten and Sixteen paise Only**

Company's Bank Details
Bank Name : **ICICI BANK**
A/c No. : **231905000854**
Branch & IFS Code : **SAKETH & ICIC0002319**

Remarks:
18.06.2023

"TRUE COPY"

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for R6 Infra

For R6 INFRA,

Authorised Signatory

Partner.

This is a Computer Generated Invoice