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

mDate:	13/12/2023	Prepared by	N.NARENDER	Serial no.	
Supplier name	A1 Fabrication & Welding works			HO inward no.	
Firm/Company	MPIPL	Project	MPL	HO received date	
PO/WO date	01-11-22	PO/WO No.	93428	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	29	2-11-22	1,38660-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1,38,660-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	113369	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:			1,38,660-00
Amount E – PO / WO value:			1,48,680-00
Amount F – Difference (A – E):			10020-00
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	100% Advance Paid.		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N.NARENDER			
Sign:		[signature]			
Date		13/12/23			
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	93428	PO date:	1-11-2022	Req. no.:	178812	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	113369	
□ 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 material received.	

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: N. Subhash	Sign: N [signature]	Date: 9-11-23

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: 138660	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: [signature]	Sign: [signature]	Date: 12/12/2023.

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.	29	22-Nov-22	1,38,660-00	113369
2.				
3.				
4.				
5.				

Remarks: full material received, certified true copy received from vendor, Need approval of MD. for close PO.

Prepared by: Ravi	Sign: [signature]	Date: 12/12/2023

where is the copy?

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

12 DEC 2023

SOHAM MODI

DIRECTOR

Purchase Order

 12-12-2023 11:54:26 AM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
T I N No. : 36AABCM4761E1ZM

Supplier Details			
A1 Fabrication & Welding Works	**Doc No**	93428	178812
1-4-524, A2 and A3, Masjid Road, Musheerabad, Hyderabad- 500048	**Doc Date**	01-11-2022	
	Quote No	Nil	
9705438633	**Quote Date**	01-11-2022	
9705438633	**SupplyType**	Supply	

Kind Attn : MD.Akbar Pasha

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	VAT%	Amount
1	378700 - STEL-Steel - Mild Steel-Cuplock-Vertical- - 2500MM - Nos *80 nos, mentioned rate and qty is per kg*	1,000.00	60.00	0.00	18.00	70,800.00
2	681500 - STEL-Steel - Mild Steel-Cuplock Ledger-Horizantal- - 2000MM - Nos *90 nos, mentioned rate and qty is per kg*	700.00	60.00	0.00	18.00	49,560.00
3	691600 - STEL-Steel - Mild Steel-Cuplock Ledger-Horizantal- - 1200MM - Nos *80 nos,mentioned rate and qty is rate per kg*	400.00	60.00	0.00	18.00	28,320.00
					Total Order Value . . .	**148,680.00**

Rupees : One Lakh(s) Fourty Eight Thousand Six Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	Material mentioned are for scafolding
Payment Terms	50% advance payment balance after delivery and as per weighment at the time of delivery.
Tax	GST included in the above prices
Delivery Date	With in 3-4 days
Delivery Location	May Flower Platinum Sy 82/1, Mallapur, Nacharam. Phone. 7680971999
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Rs. 73,340-00 by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order is for B1 and B2 north side cladding elevation use 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 Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***A1 Fabrication & Welding Works***

Name : ____________

Name : ____________

Date : __/__/____

Modi Properties - Purchase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 93428 (81027)

MRN Doc ID	113369	MRN Date	03-11-2022
DC No	297 (297)	DC Date	02-11-2022
Remarks			
In Time	15:05	Vehicle No	TS08UK0019
Delivered By	PARTY	Received By	SECURITY
Inward No	20334	Inward Date	2-11-2022

Company Name : Modi Properties Pvt.Ltd.
Project Name : May Flower Platinum
Supply Type : Supply
Quote No : Nil
Quote Date : 01-11-2022
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Supplier Name : A1 Fabrication & Welding Works
Contact Person : MD.Akbar Pasha
Address : 1-4-524, A2 and A3, Masjid Road, Musheerabad, Hyder
Phone : 9705438633

PDF Name: PO93428DC297MR113369

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	STEL-Steel	378700 - STEL-Steel - Mild Steel-Cuplock-Vertical- - 2500MM	1000	1000	Not Closed	0	1000	0
2	STEL-Steel	681500 - STEL-Steel - Mild Steel-Cuplock Ledger-Horizantal-	700	700	Not Closed	0	700	0
3	STEL-Steel	691600 - STEL-Steel - Mild Steel-Cuplock Ledger-Horizantal-	400	400	Not Closed	0	400	0
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Tax Invoice

e-Invoice

IRN : 829025deef2759c88205f9c6cb8d2280d1ab7fc49f0c8b06-bd6344479fae1c3c
Ack No. : 112214441946263
Ack Date : 2-Nov-22

A1 FABRICATION & WELDING WORKS H.NO.1-4-524/A3,NEAR BADI MASJID ROAD,OPP BABER KANTA,MUSHEERABAD,HYD.500020 P.NO. 145,PHASE II,IDA,MALLAPUR,R.R.DIST. 500020 GSTIN/UIN: 36AKZPM6795P1ZL State Name : Telangana, Code : 36 E-Mail : afabrication1@gmail.com	Invoice No. **29** e-Way Bill No. **101549813635**	Dated **2-Nov-22**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. 93428	Dated
Consignee (Ship to) **MODI PROPERTIES PVT.LTD** May Flower Plantinum Sy 82/1, Mallapur, Nacharam, Pin 500076 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Vessel/Flight No. **TS08UK0019**	Place of receipt by shipper:
	City/Port of Loading	City/Port of Discharge
Buyer (Bill to) **MODI PROPERTIES PVT.LTD** May Flower Plantinum Sy 82/1, Mallapur, Nacharam, Pin 500076 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Scaffolding Material** *Vertical . 2.5 = 80kgs* *Horizontal. 1950 = 90kgs* *Harizontal . 1.2 = 80 Kgs*	73082019	**1,950.00 KGS**	60.00	KGS	**1,17,000.00**
	CGST@9%			9	%	**10,530.00**
	SGST@9%			9	%	**10,530.00**
	HAMALI AND LODING					**600.00**
	Total		**1,950.00 KGS**			**₹ 1,38,660.00**

Amount Chargeable (in words) *E. & O.E*

INR One Lakh Thirty Eight Thousand Six Hundred Sixty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73082019	1,17,000.00	9%	10,530.00	9%	10,530.00	21,060.00
Total	**1,17,000.00**		**10,530.00**		**10,530.00**	**21,060.00**

Tax Amount (in words) : **INR Twenty One Thousand Sixty Only**

Company's Bank Details
A/c Holder's Name : **A1 FABRICATION & WELDING WORKS**
Bank Name : **AXIS BANK OD LOAN A/C**
A/c No. : **920030069803154**
Branch & IFS Code : **GREENLANDS HYD & UTIB0001634**
SWIFT Code :

"TRUE COPY"

for A1 FABRICATION & WELDING WORKS

Authorised Signatory

This is a Computer Generated Invoice