

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

Date:	21.12.23	Prepared by	V. RAVI	Serial no.	
Supplier name	G.P. Builders Mahuli			HO inward no.	
Firm/Company	MRMLP	Project	AGH	HO received date	
PO/WO date	27.02.20	PO/WO No.	66185	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GP/19-20/725	13.03.2020	3658.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
5.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 3658.00

Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	78041	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 3658.00

Amount E – PO / WO value: 3658.00

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: 26.12.23.

Remarks: find bill & close the PO.

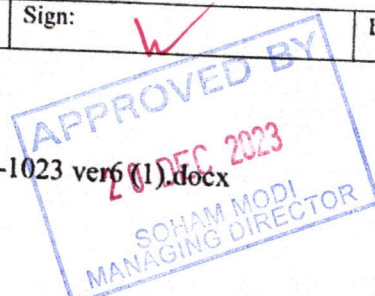
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		21.12.23			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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 weightment 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

Akr Audit

PO no.: 66/85	PO date: 27-02-2020	Req. no.: 52890	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO MRN NO - 78041				
☐ Part material received.		☒ Full material received.		
☐ Close PO - Balance material will be re-ordered by new requisition.		☐ Material not received.		
☐ 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:				
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: Zahir	Sign: <i>[Signature]</i>	Date: 09-11-23		
Data required from accounts:				
☐ Checked with E&D for receipt of bills.				
☒ Bills not received against this PO.		☐ Part bill received against this PO.		
☐ Advance paid against this PO		☐ All bills received 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.				
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: RUKMINI	Sign: <i>[Signature]</i>	Date: 14/12/23		
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.	GP/19-20/725	13.03.2020	3658-00	78041
2.				
3.				
4.				
5.				
Remarks: Need MD's approval to go certified true copy.				
Prepared by: Ravi		Sign:	Date: 18/12/23	
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: <i>[Signature]</i>	Date:	



Purchase Order

Page(s) 1 Of 1

14-11-2023 15:02:28

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

G.P.Buildcon materials flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	Doc No	66185	52890
GSTIN 36AIZPG8119P1Z9 9866116375	Doc Date	27-02-2020	
	Quote No	Nil	
	Quote Date	27-02-2020	
	SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5214 - Equipment - machinery - Stone cutting Machine - NA - Nos Cutting machine 5 inch Bosch make	1.00	3,100.00	0.00	18.00	3,658.00
Total Order Value . . .					3,658.00
Rupees : Three Thousand Six Hundred Fifty Eight Only.					

Terms and Conditions :-

Specification /	Item shall be of 'bosch Make'
Payment Terms	After Delivery & Production of bill
Tax	Included
Delivery Date	Same Day
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penalty For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	6 months mfg. defects.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site work Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

For **Modi Realty (Miryalguda) LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **G.P.Buildcon materials**

Name : _____

Name : _____

Date : __/__/__

Material Receipts Form

PO Doc No 66185

MRN Doc ID 78041

DC No 692

Remarks

In Time

Delivered By

Inward No

MRN Date

DC Date

Vehicle No

Received By

Inward Date

Company Name : Modi Realty (Miryalguda) LLP
Project Name : AVR Gulmohar Homes
Supply Type : Supply
Quote No : Nil
Quote Date : 27-02-2020
Supplier Name : G.P Buildcon materials
Contact Person : Mr Pavan
Address : flat.no.G1, Salsrinivasa towers, Sri puri Colony, Kakadu
Phone :

PDF Name PO66185DC692MR78041

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Equipment - machinery	5214 - Equipment - machinery - Stone cutting Machine - NA	1	1	Closed	0	1	0

New DC
Edit
Save
Close

Type here to search

14:55
18-07-2023

ENG
25°C

Tax Invoice

G.P. BUILDCON MATERIALS G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 Ph No:9866116375(Pavan) GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com		Invoice No. GP/19-20/725		Dated 13-Mar-2020	
		Delivery Note		Mode/Terms of Payment 15 Days	
		Supplier's Ref.		Other Reference(s)	
Buyer Modi Reality(Miryalaguda) LLP 5-4-187/3&4,II ND FLOOR,MG ROAD, SECUNDERABAD GSTIN/UIN : 36ABCFM6774G1ZZ State Name : Telangana, Code : 36		Buyer's Order No. 66185		Dated 27-Feb-2020	
		Despatch Document No.		Delivery Note Date	
		Despatched through Direct		Destination Mgroad	
		Terms of Delivery			

[illegible]

Amount Chargeable (in words)

E. & O.E

INR Three Thousand Six Hundred Fifty Eight Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84672900	3,100.00	9%	279.00	9%	279.00	558.00
Total	3,100.00		279.00		279.00	558.00

Tax Amount (in words) : **INR Five Hundred Fifty Eight Only**

"TRUE COPY"

Company's Bank Details

Bank Name : ICICI BANK LTD (630805500095)

Bank Name : ICICI BANK LTD
A/c No. : 630805500095

Branch & IFS Code : Vikramপুরi & ICIC0006308

Company's PAN : AIZPG8119P

Declaration

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

for G.P. BUILDCON MATERIALS

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice