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

Date:	23.12.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Venkateshwara Irrigation Service			HO inward no.	
Firm/Company	MRMLLP	Project	AGH	HO received date	
PO/WO date	05.05.18	PO/WO No.	50352	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	OVIS-23-24	20.12.23	10,487-00	☑ Yes □ No
2.	(GST 1205/IV)			□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	10,487-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 110628 — 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:	10,487-00
Amount E – PO / WO value:	10,487-00
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:	Final bill & close the Po.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		23.12.23			
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.

Form for closure of purchase order

PO no.: 50352	PO date: 30-04-2018	Req. no.: 52331	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 57144 - D.C - 50352 -		
□ 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:		

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: Jai	Sign: Jai	Date:

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.				
2.				
3.				

Remarks by Accountants: Bills not received aganist this PO.

Prepared by: Rukmini DP	Sign:	Date: 21/12/23

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.	OV15-23-24	20.12.23	10,487-00	110628.
2.	GST 1205/IV			
3.				

Remarks: Need MD's Approval for enclosed certified True copy.

Prepared by: Ravi	Sign: V. RAVI	Date: 21/12/23

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
23 DEC 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

Modi Properties - Purchase Order Module

Material Receipts Form

41680

PO Doc No: 50352

New DC | Edit | Save | Close

MRN Doc ID: 110628

MRN Date: 15-07-2023

DC No:

DC Date: 15-07-2023

Remarks:

In Time:

Vehicle No:

Delivered By:

Received By:

Inward No:

Inward Date:

Company Name : Modi Realty (Miryalguda) LLP
Project Name : AVR Gulmohar Homes
Supply Type : Supply
Quote No : Nil
Quote Date : 30-04-2018
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Supplier Name : Venkateshwara Irrigation Service
Contact Person : B.Vivekananda Reddy
Address : Plotno-32,Engineers enclave,Chanda Nagar, Hyderabad
Phone : 9885968676

PDF Name:

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Plumbing - other	7132 - Plumbing - other - Lateral Pipe - 16mm - mtrs	550	550	Not Closed	0	0	0
2	Plumbing - GI	10230 - Plumbing - GI - Ball Valve - 1 1/4 In - Nos	1	1	Not Closed	0	0	0
3	Plumbing - other	7328 - Plumbing - other - Drippers - NA - nos	530	530	Not Closed	0	0	0
4	Plumbing - PVC	7268 - Plumbing - PVC - Saddle - other - nos	3	3	Not Closed	0	0	0
5	Plumbing - other	7351 - Plumbing - other - PVC End Stopper - Others - Nos	8	8	Not Closed	0	0	0
6	Plumbing - other	7350 - Plumbing - other - PVC Pin Connectors - Others - Nos	10	10	Not Closed	0	0	0
7	Plumbing - other	7158 - Plumbing - other - Nozzle Jointers - 4mm - nos	8	8	Not Closed	0	0	0

Type here to search | Near record | ENG | 10:35 15-07-2023
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Purchase Order

 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			
Venkateshwara Irrigation Service Plotno-32,Engineers enclave,Chanda Nagar, Hyderabad-500050.	**Doc No**	50352	52331
	Doc Date	05-05-2018	
	Quote No	Nil	
GSTIN -	**Quote Date**	30-04-2018	
9885968676 9885968676	**SupplyType**	Supply	

Kind Attn : B.Vivekananda Reddy

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	7132 - Plumbing - other - Lateral Pipe - 16mm - mtrs	550.00	10.30	0.00	18.00	6,684.70
2	10230 - Plumbing - GI - Ball Valve - 1 1/4 In - Nos	1.00	590.00	0.00	18.00	696.20
3	7328 - Plumbing - other - Drippers - NA - nos	530.00	3.00	0.00	18.00	1,876.20
4	7268 - Plumbing - PVC - Saddle - other - nos *1 1/4" x 3/4"*	3.00	325.00	0.00	18.00	1,150.50
5	7351 - Plumbing - other - PVC End Stopper - Others - Nos *16mm*	8.00	2.76	0.00	18.00	26.05
6	7350 - Plumbing - other - PVC Pin Connectors - Others - Nos *8mm*	10.00	2.00	0.00	18.00	23.60
7	7158 - Plumbing - other - Nozzle Jointers - 4mm - nos *16mm*	8.00	3.15	0.00	18.00	29.74
					Total Order Value . . .	**10,486.99**

Rupees : Ten Thousand Four Hundred Eighty Six and Paise Ninty Nine Only.

Terms and Conditions :-

Specification /	All items shall be of "Finolex" brand.
Payment Terms	100% as advance
Tax	Included in above prices
Delivery Date	With in 5 days
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	One year aginist any manufacturing defect.
Advance Paid	Rs.10486/- vide cheq.no....... dtd.30.4.18 of HDFC bank
Other Terms	We reserve the rights to reject the items if not as per specifications, breakage is in suppliers account, Above order is for gardening drip irrigation work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil

For ***Modi Realty (Miryalguda) LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Venkateshwara Irrigation Service***

Name : ______________

Name :

TIN/CST : 36430802690

VENKATESHWARA IRRIGATION SERVICE

Distributor For Finolex PLASSON Industries Pvt. Ltd.

Email: venkateshwarairrigations@gmail.com, Cell: 9885968676, 9052868676

GSTIN : 36AMRPB9455F1ZQ

TAX INVOICE

Invoice No:	0VIS-23-24GST1205 / IV DT. 20-12-2023			BUYER: MODI REALTY (MIRYALAGUDA) LLP - MG ROAD SEC BAD
P.O. No. :	50352			DELIVERY: MODI REALTY (MIRYALAGUDA) LLP - MG ROAD SEC BAD
PO Date :	05-05-2018			
PARTYS GST : 36ABCFM6774G2ZZ				

S.No	PRODUCT DESCRIPTION	SIZE	UNIT	QTY	UNIT RATE (Rs)	VALUE(Rs)
1	Plain Lateral 16mm	16mm	Nos	550	10.30	5665.00
2	GI VALVE	1 1/4	Nos	1	590.00	590.00
3	Finotiff Dripper 8lph	8lph	Nos	530	3.00	1590.00
4	SERVICE SADDLE	1 1/4 - 3/4	Nos	325	3.00	975.00
5	PVC END STOPPER	16mm	Nos	8	2.76	22.08
6	PIN CONNECTOR	8mm	Nos	10	2.00	20.00
7	NOZZLE JOINTER	16MM	Nos	8	3.15	25.20
	Total Material Value					**8887.28**
					IGST @ 18%	1599.71
	Total Value with GST @ 12%					**10486.99**

GSTIN 36AMRPB9455F1ZQ

For Venkateshwara Irrigation Service

FOR VENKATESHWARA IRRIGATION SERVICE
Proprietor

"TRUE COPY"