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

Date:	26.12.23	Prepared by	V.RAVI	Serial no.	
Supplier name	SURHAM enterprises			HO inward no.	
Firm/Company	MRGV	Project	BRGV	HO received date	
PO/WO date	22.09.21	PO/WO No.	80882.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	SE/21-22/495	25.09.21	826.00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	826.00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 97135	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:	826.00
Amount E – PO / WO value:	826.00
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	30.12.23.
Remarks:	final bill & close this PO.

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

A/c - Audit Andit

PO no.:	80882	PO date:	22-09-21	Req. no.:	189010	Advice Scan ID	
Barcoded PO available	□ Y/☑ N	Invoice available	original	□Y/□N /☑Copy available		POD available	☑Y/□ N

Data required from site/engineers: 19/12/23

MRN nos. related to PO	97135

□ 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 Matl 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: Jeevana	Sign: for	Date: 18.12.23.

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.				
2.				
3.				
4.				

Remarks by Accountants: SE/21-22-495 Bill not received.

Prepared by: SRI HARI REDDY	Sign:	Date: 18.12.2023

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.	SE/21-22/495	25.09.2021	826-00	97135
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 18.12.2023

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
20 DEC 2023
SOHAM MODI
DIRECTOR

Modi Properties - Purchase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 80882

MRN Doc ID: 97135

MRN Date: 01-10-2021

DC No: SE/21-22/495

DC Date: 29-09-2021

Remarks:

In Time: 17:00

Vehicle No: TS10UB8387

Delivered By: SK.RAJU

Received By: MALLIKARJUN

Inward No: 1044

Inward Date: 30-09-2021

Company Name : Modi Realty Genome Valley LLP
Project Name : Modi Realty Genome Valley
Supply Type : Supply
Quote No : Nil
Quote Date : 22-09-2021

Supplier Name : Shubham Enterprises
Contact Person : Viral.
Address : 5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj
Phone : 040-66318150/23468151

PDF Name: PO80882DCSE-21-22-495MR97135

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Electrical - other	4826 - Electrical - other - Clamps - NA - Nos	2	2	Not Closed	0	2	0

ENG 12:18 18-12-2023

Purchase Order

 18-12-2023 12:19:44 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Realty Genome Valley LLP**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36ABFFM3063P1ZU

Supplier Details			
Shubham Enterprises	**Doc No**	80882	189010
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	22-09-2021	
	Quote No	Nil	
GSTIN 36AELFS6374J1ZC 6656-8151..	**Quote Date**	22-09-2021	
040-66318150/23468151 9849153774	**SupplyType**	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4826 - Electrical - other - Clamps - NA - Nos *1" PVC-Nail clamp- 2 packets*	2.00	350.00	0.00	18.00	826.00
					Total Order Value . . .	**826.00**

Rupees : Eight Hundred Twenty Six Only.

Terms and Conditions :-

Specification /	Nail clamps each packet contains 100 nos
Payment Terms	After delivery
Tax	Included
Delivery Date	With in a day
Delivery Location	Modi Realty Genome Valley Sy no: 505 to 511, Kolthur village, MC pally mandal, Medchal-Malkajgiri Dist Phone. .
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Above order is for labour quarters purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

Accepted the above Terms And Conditions

For ***Modi Realty Genome Valley LLP***

Authorised Signatory

For ***Shubham Enterprises***

Date : __/__/____

SHUBHAM ENTERPRISES

5-2-288/D, Hyderbasti, Lane Opp. Arya Samaj, R.P. Road, Secunderabad - 500 003. T.S.
Ph : (O) : 66318150, 66568151, 66568150
E-mail : shubhamentp1999@yahoo.co.uk

SE/21-22/495 25-Sep-21 80882 // 1890 Ro 25-Sep-21

No

MODI REALTY GENOME VALLEY LLP
SY NO: 505 // 511, KOTHUR VILLAGE MC PALLY.
MANDAL. MALKAJGIRI, HYDERABAD
State: Telangana(36)

GSTIN No.: 36ABFFM3063P1ZU

MODI REALTY GENOME VALLEY LLP
SY NO: 505 // 511, KOTHUR VILLAGE MC PALLY,
MANDAL. MALKAJGIRI, HYDERABAD
State: Telangana(36)

GSTIN No.: 36ABFFM3063P1ZU

1	25MM NAIL CLIP (PKTS OF 100 NOS)	39174000	2 PACKET	350.00	700.00
					700.00
	CGST TAX 9 %				63.00
	SGST TAX 9%				63.00
					826.00

"TRUE COPY"

Indian Rupees Eight Hundred Twenty Six Only
Despatched Through :
Destination :

SHUBHAM ENTERPRISES SECUNDERABAD SE