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

Date:	09.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	SFS Hardware.			HO inward no.	
Firm/Company	NRMLLP	Project	GMR	HO received date	
PO/WO date	11.7.22	PO/WO No.	89879.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	129	12.07.22	3806-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3806-00

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

MRN nos.:	109553	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:	3806-00
Amount E – PO / WO value:	3805-50
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	15/01/24
Remarks:	find bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		09.01.24			
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.

GMR

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	89879	PO date:	11.07.22	Req. no.:	193438	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	109553	
□ 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: GOUSHE	Sign: for	Date: 26.12.2023

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:

Prepared by:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: Rajalakshmi	Sign:	Date: 24/12/23

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	129	12.07.2022	3806-00	109553.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval & this Amount to be adjusted into NRK Debit balance.

Prepared by: Ravi	Sign:	Date: 29/12/23.

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

-9 JAN 2024

SOHAM MODI

MANAGING DIRECTOR

Modi Properties - Purchase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 89879

MRN Doc ID: 109553

MRN Date: 14-07-2022

DC No: 129

DC Date: 12-07-2022

Remarks:

In Time: 3:30

Vehicle No: TS10UB3122

Delivered By: SHEKAR

Received By: SECURITY

Inward No: 8811

Inward Date: 13.07.22

Company Name : Modi Reality Mallapur LLP
Project Name : Gulmohar Residency
Supply Type : Supply
Quote No : NIL
Quote Date : 11-07-2022
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Supplier Name : SFS Hardware
Contact Person : Mr Khuzem
Address : 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC
Phone :

PDF Name: PO89879DC129MR109553

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Carpentry - hardware	2036 - Carpentry - hardware - Anchor Bolt (Bolt type) - 10mn	30	30	Not Closed	0	30	0
2	Carpentry - hardware	2040 - Carpentry - hardware - Anchor Bolt (Bolt type) - other	30	30	Not Closed	0	30	0
3	Carpentry - hardware	2037 - Carpentry - hardware - Anchor Bolt (Bolt type) - 12mn	30	30	Not Closed	0	30	0

ENG 11:05 26-12-2023
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Purchase Order

  26-12-2023 11:00:13 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

Supplier Details			
SFS Hardware	**Doc No**	89879	193438
30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15	**Doc Date**	11-07-2022	
	Quote No	NIL	
GSTIN 36BJJPG3515K1Z6	**Quote Date**	11-07-2022	
9550505717	**SupplyType**	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2036 - Carpentry - hardware - Anchor Bolt (Bolt type) - 10mm - nos *10MM X 65MM*	30.00	16.50	0.00	18.00	584.10
2	2040 - Carpentry - hardware - Anchor Bolt (Bolt type) - other - nos *16MM X 75MM*	30.00	56.00	0.00	18.00	1,982.40
3	2037 - Carpentry - hardware - Anchor Bolt (Bolt type) - 12mm - nos *12MM X 65MM*	30.00	35.00	0.00	18.00	1,239.00
					Total Order Value . . .	**3,805.50**

Rupees : Three Thousand Eight Hundred Five and Paise Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for cable tray and ms frame fixing work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at GMR Mallapur-Contact Person Mr Ramprasad-8309938133.

Accepted the above Terms And Conditions

For ***Modi Reality Mallapur LLP***

Authorised Signatory

For ***SFS Hardware***

Date : / /

GST INVOICE

SFS HARDWARE
#30-26 3rd FLOOR PLOT NO 36
BURHANI HOUSING SOCIETY RTC COLONY
TRIMULGHEERY HYDERABAD 500-015
Mobile : 9550505717
Company's GSTIN: 36BJJPG3515K1Z6

Invoice No : 129
Delivery challan no :

Dated : 12-07-2022
Dated :

PO NO : **89879 - 193438**
PO Date : 11-07-2022

Buyer:
M/s. MODI REALTY MALLAPUR LLP
5-4-187/3 & 4, II FLOOR, SOHAM MANSION, MG ROAD
SECUNDERABAD - 500003
Buyer's GSTIN : 36AAEFM1459R1ZP

Despatched Through : **BY HAND / DRIVER**
Despatched Date : 12-07-22
State Code: **36**

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	ANCHOR BOLT (BOLT TYPE) SIZE : 10 X 65 MM	7318	30.00 NOS	16.50	18.00%	495.00
1	ANCHOR BOLT (BOLT TYPE) SIZE : 16 X 65 MM	7318	30.00 NOS	56.00	18.00%	1,680.00
1	ANCHOR BOLT (BOLT TYPE) SIZE : 12 X 65 MM	7318	30.00 NOS	35.00	18.00%	1,050.00
	TRANSPORTATION / FRIEGHT :					0.00
					TOTAL :	**3,225.00**
	Total Tax Amount: 580.50				**CGST @ 9 %**	290.25
					SGST @ 9 %	290.25
					Round off	0.50
					Grand Total	**3,806.00**

Amount Chargeable (in words)

Rs: THREE THOUSAND EIGHT HUNDRED AND SIX ONLY

Company's Bank Details
Current A/c No : 3719725147
Bank Name : CENTRAL BANK OF INDIA
IFSC Code : CBIN0283477
Branch : TRIMULGHEERY , HYD

"TRUE COPY"

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SFS HARDWARE

SFS HARDWARE * PH NO: 9550505717 *

Authorised Signatory