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

Date:	09/01/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflecting Electrical Pvt Ltd.			HO inward no.	
Firm/Company	MPPL-MFPWA	Project	MFPWA	HO received date	
PO/WO date	21-04-23	PO/WO No.	20230420018	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	606	18.05.23	11,800-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,800-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	Inwd No: 24502 dtd 18/5/23	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:			11,800-00
Amount E – PO / WO value:			11,800-00
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	15/01/24.		
Remarks:	Final bill & close this P.O		

Note: Two times received material against this Po.

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.

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.: 20230420010	PO date: 20-04-23		Req. no.: 20230420009		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	20230425006 and Inwd No: 24502 dtd 18/5/23.						
□ 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: 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: 24-12-23
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: All bills received against PO.

Prepared by:	Sign: Shafiafatima 29/12	Date:

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.	606	18.05.2023	11,800.00	Inwd: 24502 dtd 18/5/23.
2.				
3.				
4.				
5.				

Remarks: 02 Times received mtrl to site. confirmed by site engineer.

Prepared by: Ravi	Sign: [signature]	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

24502 **DELIVERY CHALLAN**

REFLECTIONS
ELECTRICALS PVT. LTD.
5-4-187/7, M.G. Road, R.P. Road & M.G. Road
Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCR2047Q1ZZ
Bright Ideas

M/s. Mayflower Platinum Welfare Association MG Road Sec-bad.

Date: 18/05/2023 No.: 157

Invoice No.......................No.of Cases ....Date.......................Way Bill No.......................

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	P/O No: 2023042.0009 Dated. 18/05/2023				
01)	DL40865 8W Wave Downlight.	20No's			Invoice No 606 Dated. 18/05/2023
	M. Ankar 18/05/23				
	2nd Time Received.				
	29/12/23.				

INWARD
Inward No: 24502 Dt: 18-5-23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. SY.No.

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

MRN Report

Project Name	Mayflower Platinium	PO Num	20230420018
Supplier Name	Reflections Electricals Pvt. Ltd.,	PO Date	20 Apr 2023
MRN Num	20230425006	MRN Date	25 Apr 2023
Vechicle Num	TS10UB3122	Received By	Naresh Ganeshwara

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discou[illegible]t	GST	IGST	SGST	CGST
1	ELEC9969-Electrical-False Ceiling Down Lighter-6500K-8W-Nos.	20.00	20.00	0.00	500.00	0%	18%	0%	9%	

Sno	Role	User	Remarks	Date And
1	Security guard	Mpl.mppl		25 Apr 2023 10:21:
2	Const-Data Entry Operator	Divya N	Full material received	25 Apr 2023 05:55:
3	Admin - Audit	Narendar Reddy. N	System Generated MRN Has Been A[illegible]pproved	29 Apr 2023 04:04:

1st time Received

29/12/23

TAX I. VOICE

Sales Invoice

..ne Electricals Pvt Ltd. ../7, M G Road & R P Road Junction ..gunj, Secunderabad 500003 T.S ..ne: 04027543785, 9705577776 ..STIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **606**	Dated **18-May-2023**
	Delivery Note **157**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **606 dt. 18-May-2023**	Other References
Consignee (Ship to) **Mayflower Platinum Welfare Association** Sy No 82/1, Mallapur Main Road, Mallapur, Hyderabad State Name : Telangana, Code : 36	Buyer's Order No. **20230420018**	Dated **21-Apr-2023**
	Dispatch Doc No.	Delivery Note Date **18-May-2023**
Buyer (Bill to) **Mayflower Platinum Welfare Association** Sy No 82/1, Mallapur Main Road, Mallapur, Hyderabad State Name : Telangana, Code : 36 Place of Supply : Telangana	Dispatched through **Your Self**	Destination **Mayflower Platinium**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED D/L 8W Garnet 6500K D540865**	940511	18 %	**20.0000 nos**	500.00	nos	**10,000.00**
	OUTPUT CGST						**900.00**
	OUTPUT SGST						**900.00**
	Total			**20.0000 nos**			**₹ 11,800.00**

INWARD
Inward No: 24602 Dt: 18-5-23
MRN No: Dt:
Received By: Sign: B
MODI PROPERTIES PVT. LTD. SY.No. 82/1.

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

INR Eleven Thousand Eight Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940511	10,000.00	9%	900.00	9%	900.00	1,800.00
Total	**10,000.00**		**900.00**		**900.00**	**1,800.00**

Tax Amount (in words) : **INR One Thousand Eight Hundred Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

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

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

Purchase Order

Origina

From Company:	Mayflower Platinum Welfare Association 5-4-187/3&4, IInd Floor Hyderabad,Telangana,500003 GSTNO:

Supplier Details				
Reflections Electricals Pvt. Ltd., 5-4-187,P.M complex 1st floor ,M.G. road, Secunderabad Secunderabad, TG, 500003 GSTIN:36AADCR2047Q1ZZ Shakib khan, 27543785..9849875767 reflections_hyderabad@yahoo.com	PO No	20230420018	Quote No	Nil
	PO Date	20 Apr 2023	Quote Date	21 Apr 2023
	Supply Type		Requisition Num	20230420009

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	ELEC9969-Electrical-False Ceiling Down Lighter-6500K-8W-Nos.	20.00	500.00	0%	10,000	0%	9%	9%	0	900	900	11,80
								Total Amount ...	0	900	900	11,80

Rupees in words : Eleven Thousands Eight Hundred Only.

Terms and Conditions:-

Additional Specifications	Nill.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Nil.
Payment Terms :	After material delivery and submission of bills.
Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.

Installation:	NA.
Commissioning:	NA.

Notes:
1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

Re: Need clarfication & POD details required -reg

From: divya . (divya@modiproperties.com)

To: ravi@modiproperties.com

Date: Friday, December 29, 2023 at 05:20 PM GMT+5:30

Dear Ravi sir,

We have Received the material twice.

N.Divya Jyothi,
Lady Engineer |9848839708 | divya@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Secunderabad -03 | Ph: +91 40 6633 5551
Don't just buy a flat or villa! Buy a great lifestyle!
We build affordable flats & villas in gated communities.

On Thursday, December 28, 2023 at 05:26:23 PM GMT+5:30, Ravi <ravi@modiproperties.com> wrote:

Reminder - 1

Regards,

V.Ravi
Admin Manager-Audit | +91 95022 11011 | ravi@modiproperties.com
Modi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/ 3 & 4, M G Road, Secunderabad – 03 |
Don't just buy a flat or villa! Buy a great lifestyle!
We build affordable flats & villas in gated communities

On Tuesday, December 26, 2023 at 03:24:21 PM GMT+5:30, Ravi Kumar <ravi@modiproperties.com> wrote:

Dear Subash & Divya,

PO No 20230420018 - Supplier is Reflection Electrical PVT Ltd stating that they have been supplied material @ twice on behalf of PO no 20230420018.

The same need clarification and send me the POD details at the earliest.

Regards,

Ravi

TAX INVOICE

SCAN ID – 142185

Sales Invoice

Reflections Electricals Pvt Ltd.
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No. **606**	Dated **18-May-23**
Delivery Note **157**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **606 dt. 18-May-23**	Other References
Buyer's Order No. **20230420018**	Dated **21-Apr-23**
Dispatch Doc No.	Delivery Note Date **18-May-23**
Dispatched through **Your Self**	Destination **Mayflower Platinium**
Terms of Delivery	

Consignee (Ship to)
Mayflower Platinum Welfare Association
Sy No 82/1, Mallapur Main Road
Mallapur, Hyderabad
State Name : Telangana, Code : 36

Buyer (Bill to)
Mayflower Platinum Welfare Association
Sy No 82/1, Mallapur Main Road
Mallapur, Hyderabad
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**LED D/L 8W Garnet 6500K D540865**	940511	20.0000 nos	500.00	nos	**10,000.00**
	OUTPUT CGST					**900.00**
	OUTPUT SGST					**900.00**
	Total		20.0000 nos			**₹ 11,800.00**

2nd time

"TRUE COPY"

Amount Chargeable (in words) *E. & O.E*
INR Eleven Thousand Eight Hundred Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
940511	10,000.00	9%	900.00	9%	900.00	1,800.00
Total	**10,000.00**		**900.00**		**900.00**	**1,800.00**

Tax Amount (in words) : **INR One Thousand Eight Hundred Only**

Company's PAN : **AADCR2047Q**

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

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Customer's Seal and Signature

for Reflections Electricals Pvt Ltd.
M Naidu
Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice