ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	29.12.23	Prepared by	V. RAVI	Serial no.	
Supplier name	Reblections Electricals Pvt Ltd.			HO inward no.	
Firm/Company	AEDIS	Project	MGA	HO received date	
PO/WO date	09.10.21	PO/WO No.	81565	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3689	17.11.22	11,008-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,008-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	102464	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:			11,008-00
Amount E – PO / WO value:			20,092.80
Amount F – Difference (A – E):			9084.80
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	10.01.24		
Remarks:	find bill & close this PO.		

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI	✓		
Sign:		[signature]	APPROVED BY		
Date		29/12/23	-9 JAN 2024		
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

SOHAM MODI
MANAGING DIRECTOR

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.:	81565	PO date:	09.10.2021	Req. no.:	100521	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	102464

□ 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: All M.lil 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:	28.12.23.

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.	2510	25.10.2021	9005-00	Yes.
2.				
3.				
4.				

Remarks by Accountants: Part bills received against this PO.

Prepared by:	A.PRAVEEN RAJU	Sign:	A.Praveen Raju	Date:	28.12.2023.

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.	3689	17.11.22	11,008-00	102464.
2.				
3.				
4.				
5.				

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

Prepared by: Ravi	Sign:	Date: 28/12/23.

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
28 DEC 2023
SOHAM MODI
MANAGING DIRECTOR

Modi Properties - Purchase Order Module

Material Receipts Form

New DC | Edit | Save | Close

PO Doc No: 81565

MRN Doc ID: 102464

MRN Date: 20-01-2022

DC No: 919

DC Date: 17-01-2022

Remarks:

In Time: 17:00

Vehicle No: TS10U88387

Delivered By: K.Raju

Received By: Security

Inward No: 11202

Inward Date: 19-01-2022

Company Name : Aedis Developers LLP
Project Name : Morning Glory Apartments
Supply Type : Supply
Quote No : NIL
Quote Date : 08-10-2021
~~~~~~~~~~~~~~~~~~~~~~~~~~
Supplier Name : Reflections Electricals Pvt. Ltd.,
Contact Person : MR.Shakib khan
Address : 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec
Phone : 27543785..

PDF Name: PO81565DC919MR102464

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Electrical - other	4746 - Electrical - other - LED Lights - NA - nos	20	20	Not Closed	0	20	0

ENG 15:28 26-12-2023
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Purchase Order

 26-12-2023 15:27:33 Original / Office Copy / Purchase Div.Copy

From Company : **Aedis Developers LLP**
5-4-187/3&4, II Floor, M G Road, Secunderabad-500003
G S T No. : 36ABPFA0002Q1ZD

Supplier Details			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	81565	100521
	Doc Date	09-10-2021	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	08-10-2021	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4746 - Electrical - other - LED Lights - NA - nos *D650665- 6 watts*	20.00	495.00	0.00	12.00	11,088.00
2	4746 - Electrical - other - LED Lights - NA - nos *D651265*	12.00	670.00	0.00	12.00	9,004.80
				Total Order Value . . .		**20,092.80**

Rupees : Twenty Thousand Ninty Two and Paise Eighty Only.

Terms and Conditions :-

Specification /	All items shall be of wipro brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Morning Glory Apartments Genomevalley, Hyderabad Phone. Madhu Site Engineer - 9502211499
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for MGA Corridors and celler ceiling lighting purpose .
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	

For ***Aedis Developers LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

TAX INVOICE

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 Contact : 040 27543785,970 55 77 77 6 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **3689**	Dated **17-Jan-22**
	Delivery Note **919**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **3689 dt. 17-Jan-22**	Other References
Consignee (Ship to) **Aedis Developers LLP** 5-4-187/3&4, M G Road, Secunderabad 500003 GSTIN/UIN : 36ABPFA0002Q1ZD State Name : Telangana, Code : 36	Buyer's Order No. **81565/100521**	Dated **9-Oct-21**
	Dispatch Doc No.	Delivery Note Date **17-Jan-22**
	Dispatched through **Your Self**	Destination **Genome Valley**
Buyer (Bill to) **Aedis Developers LLP** 5-4-187/3&4, M G Road, Secunderabad 500003 GSTIN/UIN : 36ABPFA0002Q1ZD State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**6W S/M Sq Panel D650665 6500K**	940511	**20.0000 nos**	495.00	nos	**9,900.00**
	OUTPUT CGST					**594.00**
	OUTPUT SGST					**594.00**
	Total		**20.0000 nos**			**₹ 11,088.00**

"TRUE COPY"

E. & O.E

Amount Chargeable (in words)

INR Eleven Thousand Eighty Eight Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
940511	9,900.00	6%	594.00	6%	594.00	1,188.00
Total	**9,900.00**		**594.00**		**594.00**	**1,188.00**

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

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

DELIVERY CHALLAN

REFLECTIONS ELECTRICALS PVT. LTD.

Bright Ideas

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

M/s. Aedis Developers LLP
Site: Genome Valley
Hyderabad.

Date: 17/01/22 No.: 919

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

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	Doc No: 81565/100591 dt 09/10/21.				
1	D650665 S/M Panel 6W Sq 6500K	20	Nos		Invoice No:3689 dt 17/01/22

Received the above material in Good condition

Received by

For REFLECTIONS ELECTRICALS PVT. LTD.

Authorised Signatory