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

Date:	24.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	GP Buildcon			HO inward no.	
Firm/Company	MRMLLP	Project	A.G.H.	HO received date	
PO/WO date	27.01.20	PO/WO No.	65134.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	GP/19-20/618	29.01.2020	3422-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3422-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	59840	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:	3422-00
Amount E – PO / WO value:	3422-00
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	30.01.24
Remarks:	Find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		24/01/24.			
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.

MODI PROPERTIES PVT. LTD. * SECBAD *
INWARD
No. 7449
Date 24/1/24
Sign.

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	65134	PO date:	27-01-2020	Req. no.:	52890	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	54810.						
☐ 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: Jalin	Sign:	Date: 23/01/24.

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: Rukmini	Sign:	Date: 23/01/24

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.	GP/19-20/618	29.01.2020	3422-00	54810.
2.				
3.				
4.				
5.				

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

Prepared by: Ravi	Sign:	Date: 23.01.2024

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
24 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 26-07-2023 16:12:55 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			
G.P.Buildcon materials	**Doc No**	65134	52890
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc Date**	27-01-2020	
	Quote No	NIL	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	27-01-2020	
9866116375	**SupplyType**	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5142 - Equipment - machinery - Rotary hammer - NA - nos *PROFESSIONAL ROTARY DRILL MACHINE BOSCH GBM 13 RE 600W*	1.00	2,900.00	0.00	18.00	3,422.00
					Total Order Value . . .	**3,422.00**

Rupees : Three Thousand Four Hundred Twenty Two Only.

Terms and Conditions :-

Specification /	Items shall be of specified Branded names in the PO
Payment Terms	After Delivery & Production of the Bill
Tax	Included in the above price
Delivery Date	Immediate
Delivery Location	AVR Gulmohar Homes Sy no-786, Miryalguda, Nalgonda Dist. Phone. 9550139944
Penality For Delay	NIL
Transportation	Born by us
Warranty	6 Months from the date of Purchase
Advance Paid	NIL
Other Terms	We resreve the right to reject the item not confirming to the specifications . This Order is for Site Use purpose
Completion Date	NIL
Measurment	NIL
Security	NIL
Remarks	

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***G.P.Buildcon materials***

Tax Invoice

G.P. BUILDCON MATERIALS G-1 , Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 Ph No:9866116375(Pavan) GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com	Invoice No. **GP/19-20/618**	Dated **29-Jan-2020**
	Delivery Note	Mode/Terms of Payment **15 Days**
	Supplier's Ref.	Other Reference(s)
Buyer **Modi Reality(Miryalaguda) LLP** 5-4-187/3&4,II ND FLOOR,MG ROAD, SECUNDERABAD GSTIN/UIN : 36ABCFM6774G1ZZ State Name : Telangana, Code : 36	Buyer's Order No. **65134**	Dated **27-Jan-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **Direct**	Destination **Mg Road**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**GBM 13 RE** *Slno:911053277*	84672100	**1 NOS**	2,900.00	NOS		**2,900.00**
	CGST @ 9 %			*9*	*%*		**261.00**
	SGST @ 9 %			*9*	*%*		**261.00**
	Total		**1 NOS**				**₹ 3,422.00**

E. & O.E

Amount Chargeable (in words)

INR Three Thousand Four Hundred Twenty Two Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84672100	2,900.00	9%	261.00	9%	261.00	522.00
Total	**2,900.00**		**261.00**		**261.00**	**522.00**

Tax Amount (in words) : **INR Five Hundred Twenty Two Only**

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

Company's PAN : **AIZPG8119P**

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

for G.P. BUILDCON MATERIALS

Authorised Signatory

G.P. BUILDCON MATERIALS SEC'BAD

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 4560
Date 18/2/21
Sign.

"TRUE COPY"