ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	24/01/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflectlim Electricals pvt Ltd.			HO inward no.	
Firm/Company	NRMLLP	Project	G.M.R	HO received date	
PO/WO date	07.10.21	PO/WO No.	81434	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2224	07.10.2021	8568-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8568-00
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	Inward no: 6155 dtd 07/10/21	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:	8568-00
Amount E – PO / WO value:	8568-00
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	30/01/2024
Remarks: final bill.	

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.

Form for closure of purchase order

PO no.: 81434	PO date: 07/10/21		Req. no.:	187485	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	Inwd No: 6155 dtd 07/10/21

□ 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: Total 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: SK. Goushia Sign: Date: 29/12/23

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:

Prepared by: Rajyalaxmi 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.	2224	07.10.2021	8568 -w	Inwd No: 6155.
2.				
3.				
4.				
5.				

Remarks: Need MD's approval for enclosed Certified True Copy.

Prepared by: Sign: Date: 23/01/24.

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

□ Accounts to be reconciled with supplier. Get supplier's ledger. □ Keep PO open. Material awaited

Remarks:

Approved by: Soham Sign: Date:

APPROVED BY
24 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

29/12/23

Form for closure of purchase order

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Purchase Order

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

Original / Office Copy / Purchase Div Copy

Supplier Details

Reflections Electricals Pvt. Ltd.,
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ
27543785.. 9849875767 27540307

Doc No	81434	187485
Doc Date	07-10-2021	
Quote No	NIL	
Quote Date	01-10-2021	
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 *2700 k- 12 watts*	6.00	535.00	0.00	12.00	3,595.20
2	4746 - Electrical - other - LED Lights - NA - nos *D540565- 5watts*	12.00	370.00	0.00	12.00	4,972.80
	Rupees : Eight Thousand Five Hundred Sixty Eight Only.			**Total Order Value . . .**		**8,568.00**

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	Gulmohar Residency Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge Phone. Contact: Security _______, 8309938133
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 C block site office and main gate use purpose
Completion Date	NIL
Measurment	Nil
Security	Nil
Remarks	

For *Modi Reality Mallapur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Reflections Electricals Pvt. Ltd.,*

Name ____________________

Name : ____________________

Date : __/__/____

6146	"	"	- do - PC NO: 80677 Rg NO: 187377	① CPVC Elbow	3/4"	60	NO'S	16905	- do -	- do -	Roman	
6147	"	"	- do - PC NO: 81368 Rg NO: 187302	① Bombay Broom's ② Sponges ③ Bombay Broom's ④ Coconut Broom's	(Small) (Big)	100 200 12 50	NO'S	16904	- do -	- do -	Roman	
6148	"	"	- do - PC NO: 80760 Rg NO: 187368	① PVC S/S 'Y' ② PVC S/S pipe ③ PVC S/S 'Y'	4" 4"x10' 3"	10 15 40	NO'S	16909	- do -	- do -	Roman	
6149	"	16:11	Diyapathi pyramid (P)	① MS Nails	12mm	1½	Bag's	-	By Bike	[illegible]	Roman	
6150	"	17.30	Croftals Pvt PC NO: 81324	① Lappam	-	30	Bag's	078	95-10 UC 2800	party	Roman	
6151	"	"	- do - PC NO: 81373	① Lappam	-	50	Bag's	079	95-07 UE 0299	party	Roman	
6152	"	18:10	KPR Infra	① RMC	M-20	03	Cum	411	95-08 UE 5532	party	Roman	
6153	2/11/21 (1/11/21)	18:45	KPR Infra	① RMC	M-20	07	Cum	401	95-08 UF 1522	party	Roman	
6154	"	18:45	KPR Infra	① RMC	M-20	04	Cum	396	95-08 UE 6885	- do -	Roman	
6155	2/11/21	18.50	Reflection Etc PC NO: 81474 187485	① LED Light ② - do -	12 watt 5 watt	06 12	NO'S -	588	9010 UD 3123	Stephen	Roman	

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. **2224**	Dated **7-Oct-21**
	Delivery Note **588**	Mode/Terms of Payment **Against Delivery**
Consignee (Ship to) **Modi Reality Mallapur LLP** 5-4-187/3&3, II Floor, Soham Mansion, M G Road, Secunderabad 500 003 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36	Reference No. & Date. **2224 dt. 7-Oct-21**	Other References
	Buyer's Order No. **81434/187485**	Dated **7-Oct-21**
	Dispatch Doc No.	Delivery Note Date **7-Oct-21**
	Dispatched through **Your Self**	Destination **Mallapur**
Buyer (Bill to) **Modi Reality Mallapur LLP** 5-4-187/3&3, II Floor, Soham Mansion, M G Road, Secunderabad 500 003 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**LED Panel 12W Round 2700K D811227**	940540	**6.0000 nos**	535.00	nos	**3,210.00**
2	**LED D/L 5W Garnet 6500K D540565**	940540	**12.0000 nos**	370.00	nos	**4,440.00**
						7,650.00
	OUTPUT CGST					**459.00**
	OUTPUT SGST					**459.00**
	Total		**18.0000 nos**			**₹ 8,568.00**

Amount Chargeable (in words)

INR Eight Thousand Five Hundred Sixty Eight Only

E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
940540	7,650.00	6%	459.00	6%	459.00	918.00
Total	**7,650.00**		**459.00**		**459.00**	**918.00**

Tax Amount (in words) : **INR Nine Hundred Eighteen 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

"TRUE COPY"

REFLECTIONS ELECTRICALS PVT. LTD. SEC'BAD

for Reflections Electricals Pvt Ltd.

H. Naidu

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice