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

Date:	24/01/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflection Electricly Pvt Ltd.			HO inward no.	
Firm/Company	MRMLP	Project	G.M.R	HO received date	
PO/WO date	01.07.22	PO/WO No.	89571	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1243	02.07.22	19,208.00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,208.00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	109167	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:	–
Amount E – PO / WO value:	19,208.00
Amount F – Difference (A – E):	19,208.00
	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:	Final bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date					
~~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.:	89591	PO date:	01/07/22	Req. no.:	193365	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	109167 dtd 04/07/2022						
□ 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. Gowshee	Sign: [signature]	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: [signature]	Date: 23/1/24

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.	1243	02.07.22	19,208.00	109167
2.				
3.				
4.				
5.				

Remarks: Need MD's approval for enclosed True copy.

Prepared by:	Sign: [signature]	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

[signature] 29/12/23

Purchase Order

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			
Reflections Electricals Pvt. Ltd.,	**Doc No**	89571	193369
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003	**Doc Date**	01-07-2022	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	22-06-2022	
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 D650665-6W	35.00	490.00	0.00	12.00	19,208.00
			Total Order Value . . .			**19,208.00**

Rupees : Ninteen Thousand Two Hundred Eight Only.

Terms and Conditions :-

Specification /	All items shall be of "Gloster"brand, FRLSH grade.
Payment Terms	Within 30 days of delivery.
Tax	GST included in above price.
Delivery Date	Within 3 days
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	Nl
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Order for B block corridors fixing work purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Original invoice + Copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For ***Modi Reality Mallapur LLP***

Authorised Signatory

Accepted the above Terms And Conditions

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

Name ____________________

Name : ____________________

Date : __/__/____

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O.No	Vehicle No.	Delivered by	Received by
8708	2/2/24	15:20	Refrigeration Eng.	① LED Light	9 Watt		15	Nos	242	89534	TS-10 UR 7120	[illegible]	[illegible]
8709	"	"	SS Ely										
				① Bombay Nails									
				② Cpvc Reducer		2½	08	Nos	20865	89608			
						1x½	06	"			-do-	-do-	[illegible]
8710	-	-	SS Ely										
				① Multi strand wire	1/18 Black		05	Bundles	20874	89225	-do-	-do-	[illegible]
				② -do-	1/18 Green		06						
				③ -do-	1/18 Red		06						
				④ -do-	3/20 Black		08						
				⑤ -do-	3/20 Yellow		08						
				⑥ -do-	3/20 Green		04						
				⑦ -do-	7/20 Blue		06						
				⑧ -do-	7/20 Black		06						
				⑨ TV wire	R.G-06		200	mtr					
8711	"	"	SS Ely	① Multi strand wire	1/18 Yellow		15	Nos	20873	89324	-do-	-do-	[illegible]
				② -do-	1/18 Green		05						
				③ -do-	7/20 Blue		03						
				④ -do-	7/20 Black		03						
8712	"	"	SS Ely	① Al service wire	3/20		270	Nos	20822	89568	-do-	-do-	[illegible]
				② Switch	16 Amps		16						
				③ -do-	6 Amps		120						
				④ Module for plate	3 Way		08						
				⑤ -do-	6 Way		85						
				⑥ -do-	8 Way		12						
				⑦ ISO/Isolator	40 Amps		03						
				⑧ MCB	16 Amps								

TAX INVOICE

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Raniguhj, 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. **1243** / Dated **2-Jul-22** Delivery Note **272** / Mode/Terms of Payment **Against Delivery** Reference No. & Date. **1243 dt. 2-Jul-22** / Other References Buyer's Order No. **89571/193369** / Dated **1-Jul-22** Dispatch Doc No. / Delivery Note Date **2-Jul-22** Dispatched through **Your Self** / Destination **Mallapur** Terms of 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	
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	

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**6W S/M Sq Panel D650665 6500K**	940511	35.0000 nos	490.00	nos	**17,150.00**
	OUTPUT CGST					**1,029.00**
	OUTPUT SGST					**1,029.00**
	Total		35.0000 nos			**₹ 19,208.00**

Amount Chargeable (in words)

INR Nineteen Thousand Two Hundred Eight Only

E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
940511	17,150.00	6%	1,029.00	6%	1,029.00	2,058.00
Total	**17,150.00**		**1,029.00**		**1,029.00**	**2,058.00**

Tax Amount (in words) : **INR Two Thousand Fifty 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

"TRUE COPY"

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT.LTD. SEC'BAD

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice