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

Date:	24/01/24	Prepared by	V.RAVI	Serial no.	
Supplier name	Reflecting Electricals Pvt Ltd.			HO inward no.	
Firm/Company	MRMLLP	Project	G.M.R.Q	HO received date	
PO/WO date	17-03.22	PO/WO No.	86479.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4659	23.03.22	6653-00	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			6653-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	105334	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:			6653-00
Amount E – PO / WO value:			6653-00
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		

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.: 86479	PO date: 17/03/22	Req. no.: 192941	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	105334 dtd 23/3/22.	
□ 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-Goushee	Sign: Guuj	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:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by: Rajyalaxmi	Sign:	Date: 23/12/23

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	4659	23.03.22	6653-00	105334
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	□ 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

Ahmed. 29/12/23

Purchase Order

 29-12-2023 14:20:10 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**	86479	192941
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	17-03-2022	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	12-03-2022	
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 *D913065-30Watts*	2.00	1,310.00	0.00	12.00	2,934.40
2	4746 - Electrical - other - LED Lights - NA - nos *D915065-50Watts*	2.00	1,660.00	0.00	12.00	3,718.40
				Total Order Value . . .		**6,652.80**

Rupees : Six Thousand Six Hundred Fifty Two and Paise Eighty Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand North west series
Payment Terms	After Delivery & Production of bill
Tax	VAT included in above price.
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	5yrs
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. Above order for Lighting purpose in C block sump for water proofing 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

141

Inward No.	Date	Time	Supplier	Item Company	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
797	24/03/31	14/10	Rotrolech Enr Ent	1	LED Light	30W	02	NO'S	1124	86439	7910	Shetar	Jomu	
				2	-do-	50W	02				CWB. 2/32			
7972	-	14:10	SS Ly	1	paper	A-4	10	NO'S	19468	86623	-do-	-do-	Jomu	
				2	vim bar		03							
				3	colin		02							
				4	L.sol		05							
				5	phynile		10							
				6	moping stick		04							
7983	.	14.10	SS Ly	1	SS Screws		10	packet	19469	86554	-do-	-do-	Jomu	
				2	fisher	6mm	10	-						
7974	-	14.10	SS Ly	1	pvc Bend		160	NO'S	19470	86702	-do-	-do-	Jomu	
				2	Hawson Blade		12							
				3	Bombay nails 2½		10							
7981	-	14/10	SS Ly	1	PVC pipe	1.2mm	60	NO'S	19421	86575	-do-	-do-	Jomu	
				2	Junction Box's		90							
				3	Bend		150							
				4	Tape		09							
				5	D/B	3phase	03							
				6	Metal box's 8way		18							

P.T.O

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. **4659**	Dated **23-Mar-22**
Delivery Note	Mode/Terms of Payme… **Against Delivery**
Reference No. & Date. **4659 dt. 23-Mar-22**	Other References
Buyer's Order No. **86479/192941**	Dated **17-Mar-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
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	**Flood Light 30W 6500K D913065-1**	940540	**2.0000 nos**	1,310.00	nos	**2,620.**
2	**Floodlight 50W 6500K D915065-1**	940542	**2.0000 nos**	1,660.00	nos	**3,320.**
						5,940.
	OUTPUT CGST					**356.**
	OUTPUT SGST					**356.**
	Rounding Off					**0.2**
	Total		**4.0000 nos**			**₹ 6,653.00**

Amount Chargeable (in words)
INR Six Thousand Six Hundred Fifty Three Only

E. & O.E

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
940540	2,620.00	6%	157.20	6%	157.20	314.40
940542	3,320.00	6%	199.20	6%	199.20	398.40
Total	**5,940.00**		**356.40**		**356.40**	**712.80**

Tax Amount (in words) : **INR Seven Hundred Twelve and Eighty paise 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.

H. Nanny

Authorised Signatory

REFLECTIONS ELECTRICALS PVT.LTD. SEC'BAD

"TRUE COPY"

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice