

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

Date:	24/01/24	Prepared by	V. RAVI	Serial no.	
Supplier name	ReHeedim Electricals Pvt Ltd.	HO inward no.			
Firm/Company	MRMLUP	Project	G.M.R	HO received date	
PO/WO date	71949	PO/WO No.	07/11/2020	Scan ID:	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1924	18.11.2020	11,088-00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				11,088-00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	85368 & Bond no. 1369		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:				11,088-00	
Amount E - PO / WO value:				16,884-00	
Amount F - Difference (A - E):				5796-00	
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:					
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.: 71949	PO date: 7/11/20	Req. no.: 68469	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers: 1 st Invd no: 1320 dtd 07/11/20				
MRN nos. related to PO: 85368 dtd 08/11/20 & 2 nd Invd no: 1369 dtd 18/11/2020.				
☐ 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 (No PE - excess mat 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: <i>Goushee</i>	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: Rajalekh	Sign: <i>Rajalekh</i>	Date: 23/1/24		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	1924	18.11.2020	11,088-00	Invd no: 1369
2.				
3.				
4.				
5.				
Remarks: Need MD's approval for 2 nd time M.D. received advice from Ravi.				
Prepared by:	Sign: <i>[Signature]</i>	Date: 23/01/2024		
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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:		

Purchase Order

Page(s) 1 Of 1

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.,
5-4-187/6, P.M. Modi Complex 1st Floor, M.G. Road, Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ 27540307
27543785.. 9849875767

Doc No	71949	68469
Doc Date	07-11-2020	
Quote No	Nil	
Quote Date	07-11-2020	
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 D540565	45.00	335.00	0.00	12.00	16,884.00
Total Order Value . . .					16,884.00

Rupees : Sixteen Thousand Eight Hundred Eighty Four Only.

Terms and Conditions :-**Specification /** All items shall be of 'Wipro' brand.**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

Penalty 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 Payment as per actual receipt of material. Above order for A-101,109, B-104,105 Model flats purpose.**Completion Date** Nil**Measurment** Nil**Security** Nil**Remarks**For **Modi Reality Mallapur LLP**

Authorised Signatory

Name _____

Accepted the above Terms And Conditions

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

Name : _____

Date ____/____/____

来天



5-4-187/7, M.G. Road, R.P. Road & M.G. Road
Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCP20470

Date: 18/11/20 No. 581

Date _____

Way Bill No

S. No.

Description of Material

Qty.

No. of
Boxes

No. PCS in
Each Box

Remarks

Doc No:	Boxes	No. PCS in Each Box
71949/68469		dt 07/11/20

D65062T S/m
Panel 6W 2700K

20

No. 3

Invoice

No: 1994

dit

18/11/20.

NOTE: 2nd time received
y.hil.

23/1/24.

8977633106

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Authorised Signatory

Authorised Signatory

123	12:36	See notes on	(1) Green house	100'
128	12:40	Reflection	(2) LEO Lgr	300m
130	12:46	Flamingo	Pennington	
136				
140	16:36	And. 10	And. 10	130'
142	16:40	Sunny	110' (1) Seaweed	300'
144				
146				
148				
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160	12:50	100'	100'	100'	100'
165	12:55	100'	100'	100'	100'
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980	02:30	100'	100'	100'	100'
985	02:35	100'	100'	100'	100'
990	02:40	100'	100'	100'	100'
995	02:45	100'	100'	100'	100'
1000	02:50	100'	100'	100'	100'

2nd time received H.D.

23/1/24

REGISTER

Quantity	Units	DC No.	Vehicle No.	Delivered by	Received by	Engineer's Signature	Security Signature
09	NOS	01	7508	NORTH	POWA		
28	/		CE 2548				
09							
03	NOS	546	7508	some	PINA		
			U 2512				
48	NOS	550	-	-	PINA		
180	NOS	2512	-	-	PINA		
01	PCB						
01	-						
800	NOS	108	7502	PINA	POWA		
			UC 2516				
450	NOS	109	7508	PINA	POWA		
			CE 9193				
800	NOS	110	7508	PINA	POWA		
			CE 9193				
100	PINA	3400	8121	NORTH	POWA		
50	.						
18	NOS	1209	AP-24	400	POWA		
12	.		F-24				
10	NOS	6586	2121	POWA	POWA		
500	NOS	112	7508	POWA	POWA		
			1500				

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

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

Invoice No.

1924

Dated

18-Nov-20

Delivery Note

581

Mode/Terms of Payment

Against Delivery

Reference No. & Date.

1924 dt. 18-Nov-20

Other References

Buyer's Order No.

71949/68469

Dated

7-Nov-20

Dispatch Doc No.

Delivery Note Date

18-Nov-20

Dispatched through

Destination

Your Self**Mallapur**

Terms of Delivery

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	6W S/M LED Sq Panel 2700K D650627	940540	20.0000 nos	495.00	nos	9,900.00
	OUTPUT CGST					594.00
	OUTPUT SGST					594.00
Total			20.0000 nos			₹ 11,088.00

Amount Chargeable (in words)

INR Eleven Thousand Eighty Eight Only

E. & O.E

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
940540	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.

Authorized Signatory

"TRUE COPY"

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice ...