

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

Date:		09/08/24	Prepared by	NARENDER	Serial no.	
Supplier name		MAHESHWARI LIGHTING			HO inward no.	
Firm/Company		Project		HO received date		
PO/WO date		PO/WO No.		Scan ID.		
04/12/23		20231204028				
Sl no.	Bill no.	Bill date	Bill amount	Original attached		
1.	3748	04/12/23	16,747 - 00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
4.				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount A - Bills total (Excluding Transport & Hamali Charges):						
Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report						
MRN nos.:				Proof of delivery matches MRN	<input type="checkbox"/> Yes <input type="checkbox"/> 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:						
Amount F - Difference (A - E):						
Quantity received as per PO / WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received			
Close PO / WO			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - wait for balance material <input type="checkbox"/> Other			
Payment - due date			100%. Advance paid			
Remarks:						
Final Bill.						
Note: As per site required material not required, MRN/AU closed, after that this material received at site.						
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	
Name:		Narendan				
Sign:		<i>[Signature]</i>				
Date		09/08/24				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k	

APPROVED BY
01 AUG 2024
SOHAM MODI

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.

makshush

Admin-Audit Division
Form for closure of purchase order - Manual

PO no	2023120402	PO date	21-11-2023	Req no	202312040	Advice Scan ID	
Barcoded PO available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	Invoice available	original	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N / Copy available	POD available	<input checked="" type="checkbox"/> Y/ <input type="checkbox"/> N	
Data required from site/engineers							
MRN nos related to PO							
<input type="checkbox"/> Part material received	<input checked="" type="checkbox"/> Full material received		<input type="checkbox"/> Material not received				
<input type="checkbox"/> Close PO - Balance material will be re-ordered by new requisition							
<input type="checkbox"/> Cancel PO Material not required		<input type="checkbox"/> Cancel PO Material will be re-ordered by new requisition					
<input type="checkbox"/> Keep PO open Material required		<input type="checkbox"/> Keep PO open Work under progress					
Remarks by engineer	full material received by site						
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 Bhavani	Sign:				Date	01/12/2024	
Data required from accounts							
<input type="checkbox"/> Checked with E&D for receipt of bills							
<input type="checkbox"/> Bills not received against this PO		<input type="checkbox"/> Part bill received against this PO.		<input type="checkbox"/> All bills received against this PO			
<input type="checkbox"/> Advance paid against this PO		Amount paid: 16,747/-		Date of payment: 12/12/23			
Details of part bill received Bill not Received							
Sl No	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.							
2.							
3.							
4.							
Remarks by Accountants:							
Prepared by: Swathi	Sign:				Date:	3/10/24	
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.							
2.							
3.							
4.							
5.							
Remarks:	Need approval to get Invoice from vendor, material received at site.						
Prepared by: RARENDER	Sign:				Date:	01/08/24	
Advice by MD - action to be taken.							
<input type="checkbox"/> Get certified bill from supplier (not original).		<input type="checkbox"/> Prepare bill in SLLP for material supplied					
<input type="checkbox"/> Thereafter, prepare advice for credit to supplier and send to Soham for processing							
<input type="checkbox"/> Close PO		<input type="checkbox"/> Keep PO open. Material awaited					
<input type="checkbox"/> Accounts to be reconciled with supplier. Get supplier's ledger.							
Remarks:							
Approved by: Soham	Sign:				Date:		

GSTIN: 36A9PT0612J2Z

TAX INVOICE
CARD / CREDIT

#2-3-5772A, 5th Floor Complex,
Mehar Road, Secunderabad - 500 003
Tel: 4017 8828, 66174135, 66314135
Email: mahesh@ppmail.com



MAHESHWARI
Lighting

Bill No: **3748**

7759271593

Date: **08/02/24**

To: **Crescentia Labs Pvt Ltd**

Transporter Name: **Krishnan Paj**

Delivery to: **Ch. T. Road, T. Road, Hyderabad - 500028**

Vehicle No: **TJ 10 UB 5524**

PO No: **8023120028**

Party GSTIN: **36A000CB 000E M120**

Date: **4/12/23**

SL No	Description	HSN Code	Qty	Rate	Net Amount Rs.
01	1/16 (4.444) 1/16 Mini-cut off cap / 20W led lamp 10W	850240	1 inch	3540/-	4,192.00



Rupees in words: **Seven thousand seven hundred + twenty seven 01**

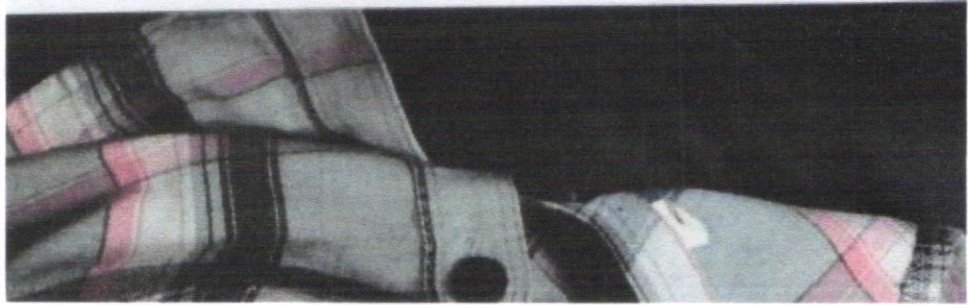
SUB TOTAL		14,192.00
CGST 9%		1277.28
SGST 9%		1277.28
IGST		
G. TOTAL		16,747.00

Our Bank : JAMMU AND KASHMIR BANK LTD.
Branch : RANIGUNJ, SECUNDERABAD.
Account No. : 0811010100000011
IFSC Code : JAKA0SEABAD

- Interest @ 24% will be charged after due date.
- Goods once sold will not be taken back.
- Our responsibility ceases once the goods are delivered.
- Subject to Hyderabad Jurisdiction only.

Prepared by: *Varun*
For MAHESHWARI LIGHTING
Proprietor: *A*

"TRUE COPY"



Purchase Order

Original

From Company: Crescentia Labs Pvt Ltd

Delivery Location: GV One

GSTNO:36AADCB2608M1Z0

Plot No.15-B, MN Park Phase-1Sy No. 230 to 243Turkapally
Hyderabad,Telangana,500078
Ansari,04066335551

Supplier Details

MAHESHWARI LIGHTING
2-3-577/2A, Sri Sai Complex Minister Road, Nallagutta Secunderabad
Hyderabad, TG, 500003
GSTIN:36ABYPT0616J1Z2
Mr. Vilayat, 9052508786
mahintext@gmail.com

PO No	20231204028	Quote No	603/21/11/23/24
PO Date	04 Dec 2023	Quote Date	21 Nov 2023
Supply Type	Purchase Order	Requisition Num	20231204031

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%					Amount	
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	ELEC3686-Electrical-Gate Light-- Misc-Nos.	4.00	3,548.00	0%	14,192	0%	9%	9%	0	1,277	1,277	16,747
Total Amount ...						0	1,277	1,277				16,747

Rupees in words : Sixteen Thousands Seven Hundred And Forty Seven Only.

Terms and Conditions:-

Additional Specifications As per details given in the Quotation no: 603/21/11/23/24, dtd. 21-11-2023. The above material is of K-LITE Brand.

Tax : Inclusive of GST and other taxes.

Delivery Date : Ex stock or Within 1-2 weeks from the date of PO.

Delivery Location : As given above.

Transport: Our scope.

Advance Paid : 100% of PO value. Rs: 16,747/- by Cheque/RTGS. Cheque no: _____, dated _____.

Payment Terms : 100% as advance payment.

Purchase Order

Original

Bill submission: Proof of delivery & original invoice must be delivered to Second floor, Sohann Mansion, M.G. Road, Secunderabad- 03. Do not send to site.
Installation: NA
Commissioning: NA

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.