ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

<table>
<tr><td>Date:</td><td>04/08/24</td><td>Prepared by</td><td>N. NARENDER</td><td>Serial no.</td><td></td></tr>
<tr><td>Supplier name</td><td colspan="3">S.K. Enterprises</td><td>HO inward no.</td><td></td></tr>
<tr><td>Firm/Company</td><td>Crescentia labs</td><td>Project</td><td>Gvone</td><td>HO received date</td><td></td></tr>
<tr><td>PO/WO date</td><td></td><td>PO/WO No.</td><td></td><td>Scan ID.</td><td></td></tr>
</table>

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	Book as voucher payment with MD approval.			□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

<table>
<tr><td colspan="3">Amount A – Bills total (Excluding Transport & Hamali Charges):</td><td></td></tr>
<tr><td colspan="4">Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report</td></tr>
<tr><td>MRN nos.:</td><td></td><td>Proof of delivery matches MRN</td><td>☑ Yes □ No</td></tr>
<tr><td colspan="3">Amount B –Other Credits : Transportation charges</td><td></td></tr>
<tr><td colspan="3">Amount C –Other Debits :</td><td></td></tr>
<tr><td colspan="3">Amount D (D=A+B-C) – Amount to be credited to the supplier:</td><td>7,435-00</td></tr>
<tr><td colspan="3">Amount E – PO / WO value:</td><td>7,435-00</td></tr>
<tr><td colspan="3">Amount F – Difference (A – E):</td><td>–</td></tr>
<tr><td>Quantity received as per PO /WO</td><td colspan="3">☑ Yes □ Excess received □ Short received □ Part received</td></tr>
<tr><td>Close PO / WO</td><td colspan="3">☑ Yes □ No – wait for balance material □ Other</td></tr>
<tr><td>Payment – due date</td><td colspan="3">100% Advance Paid,</td></tr>
<tr><td>Remarks:</td><td colspan="3">Supplier not responding long back, For provide bill, Book as voucher payment with MD approval.</td></tr>
</table>

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N. NARENDER			
Sign:		[signature]			
Date		04/08/24.			
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.

MEMO

DATE & FROM:	TO & REMARKS.
02/8/24	MD Sir,
NARENDER	12 volts 80. AH. Battery Received for Gv
	One, Supplier not responding calls
	to provide Invoice, Shop also closed
	from long back.
	Project : Gvone
	Supplier : SK Enterprises.
	Amount : Rs. 7,435/-
	100% Advance paid,
Narender	Need approval for Book as voucher
	payment.
	Form closure enclosed,
	make voucher payment
	APPROVED BY 02 AUG 2024 SOHAM MODI

GV1 Supplier reconciliation statement

Row 44

Action to be taken	
Latest Comment	Narender Reddy - !2 V battery received for generator,supplier not responding calls for provide bill,pls advise.
Task Completed	☐
Name of the supplier	S k Enterprises
VRN	
Debit Balance	7,435
Credit Balance	
Related PO/WO nos	po no. 20230701009
Remarks by site	Full material received
Remarks by Accountant	Last transaction more than 6 months ago
Remarks by Admin-Audit	Management advise required

Comments

Narender Reddy (narenderreddy@modiproperties.com) | 2 August, 2024 12:25 PM

!2 V battery received for generator,supplier not responding calls for provide bill,pls advise.

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

PO no	2023070100 9	PO date:	10-07-2023	Req no.:	202306300 28	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	1

☐ 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: 12 volts 80 A.H Battery received at 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: 02/8/2024	Date:

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: 7,435/-	Date of payment: 13/07/23

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: K-Swathi

Prepared by:	Sign: Swathi 2/8/24	Date: 02/08/2024.

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.	Supplier not Responding long back.			
4.				
5.				

Remarks: As per site engineer Remarks Battery received, Supplier not provide bills, shop closed long back.

Prepared by: NCAREADER	Sign:	Date: 02/08/24

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:

Purchase Order

Original

From Company:	Crescentia Labs Pvt Ltd ,, GSTNO:36AADCB2608M1Z0	Delivery Location:	GV One Plot No.15-B, MN Park Phase-ISy No. 230 to 243Turkapally Hyderabad,Telangana,500078 Ansari,04066335551

Supplier Details				
S.K. Enterprises 5-4-187/5 M.G.Road Ranigunj Secunderabad, TG, 500003 GSTIN:36AANFS7053A1Z7 S. Nagendra, 9848996678 skenterprises_secbad@yahoo.co.in	PO No	202307011009	Quote No	NIL
	PO Date	01 Jul 2023	Quote Date	10 Jul 2023
	Supply Type	Purchase Order	Requisition Num	20230630028

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	MISC5074-Miscellaneous-Battery--Misc-Nos.	1.00	6,454.00	10%	6,454	0%	14%	14%	0	904	904	7,435
Addl Spec	12 volts 80 A.H Battery - Exide make, XP800 (12V).											
								Total Amount ...	0	904	904	7,435
Rupees in words : Seven Thousand Four Hundred And Thirty Five Only.												

Terms and Conditions:-

Additional Specifications	As per details given in the Quotation, dtd. 10-07-2023. The above material is of Exide make.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Ex stock or Within 3 days of PO.
Delivery Location :	As given above.
Transport:	By Vendor or Purchaser
Advance Paid :	100% of PO value. Rs: 7,435/-
Payment Terms :	Immediately.

Original

Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.
Other Terms:	We reserve the right to reject items not conforming to quality and specifications.

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.