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

Date:	26/08/24	Prepared by	N.Narendar	Serial no.	
Supplier name	AIRTECH COOLING SERVICES			HO inward no.	
Firm/Company	Crescentia Labs	Project	Gvone	HO received date	
PO/WO date	04/12/2023	PO/WO No.	20231204027	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	049	25/04/2024	21000/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	–	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:			21000 - 00
Amount F – Difference (A – E):			21000 - 00
			- 0 -
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	100% Advance Paid		
Remarks:	Final Bill		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N.Narendar			
Sign:		[signature]			
Date		26/08/24			
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.

APPROVED BY
26 AUG 2024
SOHAM MODI

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

PO no.:	2023120402 7	PO date:	10-07-2023	Req. no.:	202312040 32	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		
□ 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: Full material received at gvdc(Aspen pumps) ✓		

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: Bhavani	Date: 26/08/24
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: 21,000/-	Date of payment: 11/12/2023

Details of part bill received:

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

Remarks by Accountants: 100% Advance paid & Bill not Recd

Prepared by: K. SWATHI	Sign:	Date:

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

Prepared by: K. Swathi	Sign: Swathi	Date: 28/08/24

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	049	25/04/2024	21000/-	–
2.				
3.				
4.				
5.				

Remarks: Full material received confirmed by MEP team Aspen pumps Received for GVDC STP

Prepared by: N. Naveendan	Sign: [illegible]	Date: 26/08/24

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				
AIR TECH COOLING SERVICES Shop No: 43, Khan Lateef Khan Estate Abids Hyderabad, TG, 500001 GSTIN:36AAYPF4162G1ZG Mr. Feroz, 7799614877 ferozairtech@gmail.com	PO No	20231204027	Quote No	Nill
	PO Date	04 Dec 2023	Quote Date	04 Dec 2023
	Supply Type	Purchase Order	Requisition Num	20231204032

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	EQPT9666-Equipment-Aspen pump---Nos.	3.00	5,932.20	0%	17,797	0%	9%	9%	0	1,602	1,602	21,000
								Total Amount ...	0	1,602	1,602	21,000

Rupees in words : Twenty One Thousands Only.

Terms and Conditions:-

Additional Specifications	Nill.
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Rs.21,000/- RTGS/ NEFT
Payment Terms :	100% advance
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.

Tax Invoice

AIRTECH COOLING SERVICES # SHOP.NO.43 KHAN LATEEF KHAN ESTATE LINE ABIDS,HYDERABAD, TG. GSTIN/UIN: 36AAYPF4162G1ZG State Name : Telangana, Code : 36 E-Mail : haroonairtech@gmail.com	Invoice No. **049**	Dated **25-Apr-24**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **20231204027 dt. 25-Apr-24**	Other References
Consignee (Ship to) **Crescentia Labs Pvt Ltd** State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Buyer (Bill to) **Crescentia Labs Pvt Ltd** State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Amount
1	**EQPT9666-Equipment-Aspen pump**		**3.00 nos**	5,932.20	nos		**17,796.60**	17,796.60	9%	1,601.69	9%	1,601.69	20,999.98
	CGST						**1,601.69**						
	SGST						**1,601.69**						
	ROUND OFF						**0.02**						
	Total		3.00 nos				**₹ 21,000.00**	17,796.60		1,601.69		1,601.69	

MODI PROPERTIES PVT. LTD. * SECUNDERABAD *
INWARD
No. 1448
Date 22/5/24
Sign.

Amount Chargeable (in words) **INR Twenty One Thousand Only**

E. & O.E

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	17,796.60	9%	1,601.69	9%	1,601.69	3,203.38
Total:	**17,796.60**		**1,601.69**		**1,601.69**	**3,203.38**

Tax Amount (in words) : **INR Three Thousand Two Hundred Three and Thirty Eight paise Only**

"TRUE COPY"

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for AIRTECH COOLING SERVICES

Authorised Signatory

This is a Computer Generated Invoice

Original

Other Terms:	For GVDC fan coil unit pump purpose.
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.