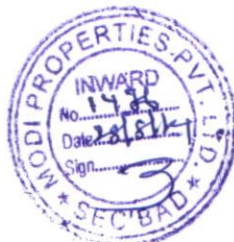


ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	28/08/24	Prepared by	V. RAVI	Serial no.	
Supplier name	RIGA SEEDS STORE			HO inward no.	
Firm/Company	MRMLY	Project	G.M.R.	HO received date	
PO/WO date	11.08.22	PO/WO No.	90950.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	001	11.08.22	4000-00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				4000-00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	Ratio 60/40.		Proof of delivery matches MRN	☐ Yes ☒ No	
Amount B - Other Credits : Transportation charges				-	
Amount C - Other Debits :				1600-00	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				2400-00	
Amount E - PO / WO value:				4000-00	
Amount F - Difference (A - E):				1600-00	
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		30.08.24.			
Remarks: FY-22-23 POD issue, as per MD's instructions 40% debited to vendor.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		M.			
Date		28/08/24.			
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.



Purchase Order

Page(s) 1 Of 2

15-07-2024 17:41:17

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			
Rita Seeds Basheerbagh, Secunderabad. GSTIN 36AKAPK8182D1Z8 23222835,65168470 9949015953	Doc No	90950	193613
	Doc Date	11-08-2022	
	Quote No	Nil	
	Quote Date	11-08-2022	
	SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 981500 - CHEM-Chemical - Vermicompost-- - 20Kg - Bag	20.00	200.00	0.00	0.00	4,000.00
Total Order Value . . .					4,000.00

Rupees : Four Thousand Only.

Terms and Conditions :-

Specification / As per details given in the quotation.
Payment Terms After Delivery & Production of bill
Tax All taxes 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
Penalty For Delay Nil
Transportation Transport cost shall be borne by us.
Warranty Nil

For **Modi Reality Mallapur LLP**
Authorised Signatory

Accepted the above Terms And Conditions
For **Rita Seeds**

Name : _____

Name : _____

Date : __/__/__

Purchase Order

Page(s) 2 Of 2

15-07-2024 17:41:17

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Advance Paid

Nil

Other Terms

We reserve the right to reject items not conforming to quality and specifications, Above order for Amphitheatre 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 invoices 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

Name : _____

Accepted the above Terms And Conditions

For **Rita Seeds**

Name : _____

Date : __/__/__

DUPLICATE BILL - 002

Ph : 65168470
23222835

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS, INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL, IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad - 29.

No.

Date : 11/8/22

M/s.

Modi Reality Mallapur LLP

Doc No 90950/193613 11/8/22

S. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1.	Vermi Compost	20kg	200/-	4000	00
	ASK POO from vendor. 21/8/22				
TOTAL				4000	00

"TRUE COPY"

TIN No. :

CST No.

Goods once sold will not be taken back or exchanged.

Subject to Hyderabad Jurisdiction

For RITA SEEDS STORE

Signature