


ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	18/11/25	Prepared by	V. RAVI	Serial no.	
Supplier name	SHIVA SALES AGENCIES.			HO inward no.	
Firm/Company	MRMLUP	Project	G.M.R	HO received date	
PO/WO date	16/02/22	PO/WO No.	85625.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1215	23.02.22	8071/-	<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):				8071/-	
Proof of delivery by way of: <input checked="" 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.:	104153 & 105542		Proof of delivery matches MRN	<input checked="" 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:				8071/-	
Amount E – PO / WO value:				35,211/-	
Amount F – Difference (A – E):				27,140/-	
Quantity received as per PO /WO		<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input checked="" 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: find bill and as per supplier reconciled the above mentioned Invoice to be accounted in our books.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		18/11/25			
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
19 NOV 2025
SOHAM MODI

—

5-4-23/23/1, 24/24/1,
ISPAT BHAVAN, DISTILLERY ROAD,
RANIGUNJI, SECUNDERABAD - 500003
040-48555495
8709611190
8309081159
GSTIN-36ADLFS7853F1ZL
GSTIN/UIN: 36ADLFS7853F1ZL
State Name : Telangana, Code : 36
E-Mail : shivasales.hydr@gmail.com

Gulmohar Residency
Survey No 19
Next to NFC Railway Over Bridge
Mallapur, Hyderabad
Contact : 9502211011

5-4-187/3 AND 4, 2ND FLOOR,
SOHAM MANTION, M G ROAD,
SECUNDERABAD - 500003

SI	Description of Goods
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Terms of Delivery

TRUE COPY

E. & O.E

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

SWIFT Code :

for SHIVA SALES AGENCIES

Authorised Signatory

Material Receipts Form

PO Doc No: 85625

MRN Doc ID: 104153 MRN Date: 24-02-2022

DC No: 1315 DC Date: 23-02-2022

Remarks:

In Time: 13:00 Vehicle No: peetho

Delivered By: shekar Received By: security

Inward No: 7742 Inward Date: 23.02.22

Company Name: Modi Reality Mallapur LLP
 Project Name: Gulmohar Residency
 Supply Type: Supply
 Quote No: 1288
 Quote Date: 16-02-2022
 Supplier Name: Shiva Sales Agencies
 Contact Person: Mr. Nikhil
 Address: 5-4-23-23-1, 24/24/1, Ranigunj, Secunderabad - 500
 Phone: 040-48555495

PDF Name: PO85625DC1315MR104153

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	4	4	Not Closed	0	4	0
2	Steel - other	8133 - Steel - other - MS-Fire Buckets Stand - NA - nos	2	2	Not Closed	0	2	0
3	Miscellaneous	6023 - Miscellaneous - CI-Bucket - other - nos	8	8	Not Closed	0	8	0

Material Receipts Form

PO Doc No: 85625

MRN Doc ID: 105542 MRN Date: 18-11-2025

DC No: DC Date: 18-11-2025

Remarks:

In Time: Vehicle No:

Delivered By: Received By:

Inward No: Inward Date:

Company Name: Modi Reality Mallapur LLP
 Project Name: Gulmohar Residency
 Supply Type: Supply
 Quote No: 1288
 Quote Date: 16-02-2022
 Supplier Name: Shiva Sales Agencies
 Contact Person: Mr. Nikhil
 Address: 5-4-23-23-1, 24/24/1, Ranigunj, Secunderabad - 500
 Phone: 040-48555495

PDF Name:

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	20	20	Not Closed	0	0	0
2	Equipment - other	5047 - Equipment - other - Fire Extinguisher - other - nos	4	4	Not Closed	0	0	0
3	Steel - other	8133 - Steel - other - MS-Fire Buckets Stand - NA - nos	2	2	Not Closed	0	0	0
4	Miscellaneous	6023 - Miscellaneous - GI- Bucket - other - nos	8	8	Not Closed	0	0	0

Purchase Order

Page(s) 1 Of 1

18-11-2025 17:08:42

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			
Shiva Sales Agencies 5-4-23-23-1, 24/24/1, Ranigunj, Secunderabad - 500 003. GSTIN 36ADLFS7853F1ZL 040-48555495 8709611190	Doc No	85625	192798
	Doc Date	16-02-2022	
	Quote No	1288	
	Quote Date	16-02-2022	
	SupplyType	Supply	

Kind Attn : Mr. Nikhil

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5047 - Equipment - other - Fire Extinguisher - other - nos Water Co2 - 9 ltrs	20.00	1,150.00	0.00	18.00	27,140.00
2 5047 - Equipment - other - Fire Extinguisher - other - nos ABC 6kgs	4.00	1,150.00	0.00	18.00	5,428.00
3 8133 - Steel - other - MS-Fire Buckets Stand - NA - nos	2.00	520.00	0.00	18.00	1,227.20
4 6023 - Miscellaneous - GI- Bucket - other - nos	8.00	150.00	0.00	18.00	1,416.00
Total Order Value . . .					35,211.20
Rupees : Thirty Five Thousand Two Hundred Eleven and Paise Twenty Only.					

Terms and Conditions :-**Specification /** Items in sl.no. 1 & 2 shall be of 'Anrex' brand.**Payment Terms** 100% as advance payment.**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** Extra.**Warranty** 1 year warranty on manufacture defects.**Advance Paid** Rs. 35,211/- to be pay vide cheque no. , dt.**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for A block and security kiosk work 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

Accepted the above Terms And Conditions

For **Shiva Sales Agencies**

Name : _____

Name : _____

Date : __/__/__