

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.	1315	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 reconciliation the above mentioned invoice to be accounted in our books.					
Approved by	Purchase Officer	Purchase Manager	MD	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  
14 NOV 2025  
SOHAM MODI

## Tax Invoice

SHIVA SALES AGENCIES 5-4-23/23/1, 24/24/1, ISPAT BHAVAN, DISTILLERY ROAD, RANIGUNJ, SECUNDERABAD - 500003 040-48555495 8709611190 8309081159 GSTIN-36ADLFS7853F1ZL GSTIN/UIN: 36ADLFS7853F1ZL State Name : Telangana, Code : 36 E-Mail : shivasales.hyd@gmail.com		Invoice No. <b>1315</b>		Dated <b>23-Feb-22</b>			
Consignee (Ship to) <b>M/S. MODI REALTY MALLAPUR LLP</b> Gulmohar Residency Survey No 19 NEx to NFC Railway Over Bridge Mallapur, Hyderabad Contact : 9502211011 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36		Delivery Note		Mode/Terms of Payment			
Buyer (Bill to) <b>M/S. MODI REALTY MALLAPUR LLP</b> 5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANTION, M G ROAD, SECUNDERABAD - 500003 GSTIN/UIN : 36AAEFM1459R1ZP State Name : Telangana, Code : 36		Reference No. & Date.		Other References			
		Buyer's Order No.		Dated			
		Dispatch Doc No.		Delivery Note Date			
		Dispatched through		Destination			
		Terms of Delivery					
SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	<b>Andex ABC Type Fire Extinguisher 6kg</b>	842489	<b>4.00 Nos</b>	1,150.00	Nos		<b>4,600.00</b>
2	<b>4 Bucket Stand</b>	842410	<b>2.00 Nos</b>	520.00	Nos		<b>1,040.00</b>
3	<b>Bucket</b>	732690	<b>8.00 Nos</b>	150.00	Nos		<b>1,200.00</b>
							<b>6,840.00</b>
Less :		CGST SGST ROUND OFF					<b>615.60</b>
							<b>615.60</b>
							<b>(-0.20)</b>

\*TRUE COPY\*

**Amount Changeable (in words)**

**,071.00**

Amount Chargeable (In Words) **INR Eight Thousand Seventy One Only**

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
842489	4,600.00	9%	414.00	9%	414.00	828.00
842410	1,040.00	9%	93.60	9%	93.60	187.20
732690	1,200.00	9%	108.00	9%	108.00	216.00
<b>Total</b>	<b>6,840.00</b>		<b>615.60</b>		<b>615.60</b>	<b>1,231.20</b>

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

Company's BAN : ADI ES7853E

### Company Declaration

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

### Company's Bank Details

A/c Holder's Name: **SHIVA SALES AGENCIES**

Bank Name : YES BANK

A/c No. : 000661900002963

Branch & IFS Code: **SOMAJIGUDA & YESB0000006**

**SWIFT Code**

**Customer's Seal and Signature**

for SHIVA SAI ES AGENCIES

**Authorised Signatory**

Modi Properties - Purchase Order Module

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	jeetho	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 : 5-4-25-28-1, 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 - GI- Bucket - other - nos	8	8	Not Closed	0	8	0

## Modi Properties - Purchase Order Module

Material Receipts Form

PO Doc No:	85625	MRN Doc ID:	105542	MRN Date:	18-11-2025	DC No:		DC Date:	18-11-2025	Remarks:	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			
In Time:		Vehicle No:		Delivered By:		Received By:		Inward No:		Inward Date:		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	6	6	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. : 36AAEPM1459R1ZP

**Supplier Details**

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

**Kind Attn : Mr. Nikhil**

Purchase Order for the Supply of following Items.

<b>Item Name</b>	<b>Qty</b>	<b>Rate</b>	<b>Dis%</b>	<b>GST</b>	<b>Amount</b>
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
<b>Total Order Value . . .</b>					<b>35,211.20</b>

Rupees : Thirty Five Thousand Two Hundred Eleven and Paise Twenty Only.

**Terms and Conditions :-****Specification /** Items in sl.no. 1 & 2 shall be of 'Andex' 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 : \_\_\_/\_\_\_/\_\_\_