

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

Date:	26/03/2025	Prepared by	N. Narendar	Serial no.	
Supplier name	ASK GENUINE LIFTS			HO inward no.	
Firm/Company	MRMallapur LLP	Project	GMR	HO received date	
PO/WO date	19/03/2023	PO/WO No.	20230619014	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount		Original attached
1.	092	26/03/25	1,33,590 - 0		<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):

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier:

1,33,590

Amount E – PO / WO value:

₹1,10,000

Amount F – Difference (A – E):

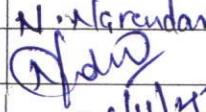
- ₹ 5,32,410

Quantity received as per PO / WO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received
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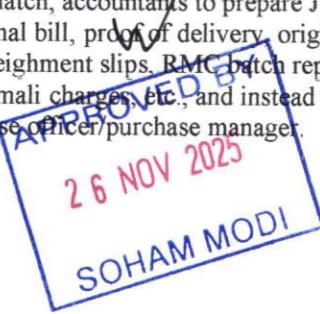
Close PO / WO	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other
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Payment – due date	Adv paid, Final bill
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Remarks:	Accts closed Partly.
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Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		N. Narendar			
Sign:					
Date		26/03/25			
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.





ASK GENUINE LIFTS
RESIDENTIAL | COMMERCIAL | INDUSTRIAL | HOSPITALS
212/112, Venkatramana Colony, Nagole, Hyd - 68.
Ph: +91 9948144240
+91 9248144240, 9985959327
INVOICE Email: askgenuinelifts@gmail.com

TAX INVOICE

All Subject to Hyderabad Jurisdiction

Invoice No. ASK

092

Date: 26/3/25

M/s MOST REALTY MALLAPUR U.P.

Address 5-4-187/244, 2nd floor Soham Mansion M.L. road

Scanned by, T.h. 800003 GSTNO: 36AAEFM1459R229 | ^{PO NO:} 20230619014

In words Rs. one lakh Seven thousand five hundred
and forty Rupees Only

For ASK GENUINE LIFTS

For ASK GENUINE LIFTS

Signature
Authorised Signature
Proprietor

Purchase Order

Original

From Company:	Modi Realty Mallapur LLP 5-4-187/3&4, 2nd Floor Soham Mansion M.G.Road Secunderabad, TELANGANA, 500003 GSTNO:36AAEFM1459R1ZP	
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Supplier Details						Purchase Details					
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	PO No	20230619014	Quote No	Amount		
						PO Date	19 Jun 2023	Quote Date	03 Jun 2023		
						Supply Type	Purchase Order	Requisition Num	20230619015		
1	EQPT3710-Equipment-Lift--6pax-Nos.	1.00	6,01,695.00	0%	6,01,695	IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT
Addl Spec	6 Stops, Collapsible gate with swing door in each floor, off white colour										
Rupees in words : Seven Lakh Ten Thousands Only.						Total Amount ...	0	54,153	54,153	7,10,000	

Terms and Conditions:-

Additional Specifications

Collapsible gate in car, swing door in each floor, 544 kgs, 6 pax, speed of lift 1 m/s, MRL, D Block

Tax :

Inclusive of GST and other taxes.

Delivery Date :

End of August 2023

Delivery Location :

As given above.

Transport:

By Vendor

Advance Paid :

Rs. 1,06,500-00 by RTGS/NEFT

Payment Terms :

15% Advance, 60% on GA Drawing approval, 15% on material delivery, 10% on commissioning

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