

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

Date:	26/11/25	Prepared by	V. RAVI	Serial no.	
Supplier name	ASK Genuine Lifts.			HO inward no.	
Firm/Company	MRMC LP	Project	G.M.R	HO received date	
PO/WO date	03/06/23	PO/WO No.	20230619016	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	093	26-03-23	106,554-00	<input 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):				106,554-00	
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.:	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: 106,554-00					
Amount E - PO / WO value: ₹ 10,000-00					
Amount F - Difference (A - E): 603,446-00					
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					
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 & close this Po. Note: Earlier by mistakenly closed ACS.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		AS.			
Date		26-11-25			
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 weightment 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 NOV 2025
SOHAM MODI

TAX INVOICE

All Subject to Hyderabad Jurisdiction

Invoice No. ASK

093

Date: 26/03/2025

M/s MODI REALTY MALLPUR UP

Address 54-1871344, Two floor stone Mansion M.G. road

Suratkal, T.G. 500003 CAT NO: 36AAEFMNSR129 / 20230619016

Description of Goods	HSN/SAC	Quantity	Unit Price	TOTAL AMOUNT
1) 700 frames	84313100	400	1750/-	7000/-
2) Laundry steamer	111111	200	7350/-	14700/-
3) Iron steamer	111111	100	41600/-	41600/-
4) Rail's	111111	600	4500/-	27000/-
 "TRUE COPY"				
Sub.TOTAL	90300/-			
CGST.....9%.....	8127/-			
SGST.....9%.....	8127/-			
IGST.....%				
G.TOTAL	106554/-			
GSTIN : 36AJFPA7032G1ZM				
Inwords Rs.....One lakh.....six thousand.....five hundred fifty.....Rupees.....only				

In words Rs. One lakh six thousand five hundred
fifty two Rupees only

For ASK GENUINE LIFTS
For ASK GENUINE LIFTS

FOR A PERSONAL
MEMORIAL

Author ~~Pro~~ ~~Shre~~ ~~Shre~~

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	Delivery Location: Gulmohar Residency Survey No 19, Mallapur, Hyderabad. Next to NFC Rai Hyderabad, Telangana, 500076 Srinivas N, 8309724627
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Supplier Details:						GST%						Amount	
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT		
1	EQPT3710-Equipment-Lift--6pax-Nos.	1.00	6,01,695.00	0%	6,01,695	0%	9%	9%	0	54,153	54,153	7,10,000	
Addl Spec	6 Stops, Collapsible gate with swing door in each floor, off white colour												
										Total Amount ...	0	54,153	54,153
Rupees in words : Seven Lakh Ten Thousands Only.													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.

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