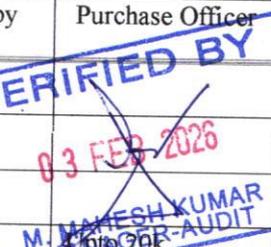


ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	03/02/2026	Prepared by	Mahesh	Serial no.	
Supplier name	Eswar Safety Nets			HO inward no.	
Firm/Company	MRM-LLP	Project	GMR	HO received date	
PO/WO date	09-05-2025	PO/WO No.		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.			14,000/-	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.				<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.			14,000/-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: <input 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 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:					
Amount E – PO / WO value:					
Amount F – Difference (A – E):					
Quantity received as per PO /WO			<input type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received		
Close PO / WO			<input type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other		
Payment – due date					
Remarks: This work order was completed under the supervision of Engineer Srinivas, without a formal WO, and he has since left the company. Approval has now been received from Soham Sir					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> VERIFIED BY  03 FEB 2026 M. MAHESH KUMAR MRM-LLP - AUDIT </div>				
Sign:					
Date					
Approval limit					

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.

View Purchase Order (20250509019)



Sno	Item Name	Quantity	Rate	Disc
1	MISC9833- Miscellaneous- Fishing Net-- No. 90-sqm	60.00	204.51	

Terms And Conditions

Transaction Log

Edited On	Edited By	Comments
12 May 2025 04:50:25 PM	Prabhakar P	
12 May 2025 04:56:44 PM	Minish Parikh	System Generated:Purchase Order Has Been Approved
14 May 2025 11:05:06 AM	Soham Modi	rejected remarks:Incorrect rate

Close

MEMO

DATE & FROM:	TO & REMARKS.
27/1/26	
Mahesh Audit	To.
	MD: Sis
	<u>Subject</u> : Request for Approval.
	Regarding This Safety
	net, material & work
	Payment is not made.

Re: Request for Guidance on Eshwar Safety Net Work Payment

From: Mahesh kumar (mahesh@modiproperties.com)

To: audit@modiproperties.com; sohammodi@modiproperties.com

Date: Tuesday, December 2, 2025 at 12:03 PM GMT+5:30

To
MD Sir,

This is to formally confirm that the work for the **club house, cafeteria, and lounge area** covering **60 square meters** has been completed.

The work was carried out under the tenure of **Engineer Srinivas**, who initiated the activity **without a Purchase Order and without prior approval from management**. After completion, **Prabhakar Sir** had reportedly approached you twice with a note regarding the same.

The contractor has quoted **₹18,000/-** for the completed work. However, as per our current rates, the **total cost amounts to approximately ₹14,000/-**.

Regards,

M . Mahesh Kumar
Admin-Audit Manager | +91 95022 66233
mahesh@modiproperties.com
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On Tuesday, December 2, 2025 at 06:41:10 AM GMT+5:30, soham modi <sohammodi@modiproperties.com> wrote:

Send me a report

Soham.

From: Anand Mehta <anandmehta@modiproperties.com>

Sent: Monday, December 1, 2025 11:42 PM

To: anil m <anil.m@modiproperties.com>; Soham Modi <sohammodi@modiproperties.com>

Cc: Subash Engineer . <subash@modiproperties.com>; nagamani.s . <nagamani.s@modiproperties.com>

Subject: Re: Request for Guidance on Eshwar Safety Net Work Payment

Anil,

I will look into it remind me tomorrow