

Internal Memo. 903/31 - Purchase Division

Dt: 03.04.2021

Subject: Supplier/Vendor – accounts reconciliation

Keywords: Supplier reconciliation, vendor reconciliation

Email to be sent to all suppliers for reconciling their accounts twice a year. Supplier must reply within 15 days or their accounts would be considered final based on our books.

First email to sent by 15th April and reply should be received before 30th April.

Second email to sent by 15th October and reply should be received before 30th October.

Purchase division shall be responsible for sending emails to all the vendors/suppliers.

Format for email is attached herein.

Format for attachment

Modi Properties Pvt. Ltd., - group.

Credit/debit balances as on 31.03.2021.

Name of Company:

S No	Company/ firm	Project	Debit balance	Credit balance
1.				
2.				
3.				
4.				
5.				

Soham Modi.

Format for email

Subject: Reconciliation of accounts

To,
Mr./Mrs. <name>,
<Designation>,
<Company>
<City>

Sir/Madam,

The credit/debit balances as per our books of accounts as on 31st March, 2021 is attached herein. We request you to reconcile the same with your account and in case of any discrepancy please inform us about the same by way of email on or before 30th April, 2021. In case we do not receive any communication from you before 30th April, 2021, these balances shall be deemed to be final.

In case these balances do not tally with your books of accounts please send us a copy of your ledger for FY 20-21. Please contact the following for reconciling the account.

<Name>, <Designation>, Accounts division, <Email>, <Mobile>.
<Name>, <Designation>, Purchase division, <Email>, <Mobile>.

Regards,

Prabhakar.
Sr. Purchase Manager.