PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	09/03/2022	Prepared by	MINISH.	Serial no.	2810
Supplier name	Reflections Electricals Pvt Ltd.			HO inward no.	
Firm/Company	Mehta & Modi Realty Kowkur LLP.	Project	GHT.	HO received date	
PO/WO date	27/12/2021	PO/WO No.	83953.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3458.	28/12/2021	29,120/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	29,120/-	

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	101597.	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	-
Amount C –Other Debits :	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	29,120/-
Amount E – PO / WO value:	29,120/-
Amount F – Difference (A – E):	- NIL -
Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Part received
Close PO / WO	☑ Yes □ No – wait for balance material □ Other
Payment – due date	14/03/2022.
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		APPROVED 09 MAR 2022			
Date					
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.

Form for closure of purchase order

Data required from site/engineers: full material received					
PO no.:	839153			PO date:	27/12/21
Req. no.:	1409973			Req. date:	25/12/21
Material received		□ Part ☑ Full		MRN nos.:	101597
If material partially delivered then can balance material be ordered by new requisition/PO		□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.		Can PO be closed?	□ Yes □ No
Remarks by engineer:					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.					
Prepared by	Sign	Date	Project manager	Sign	Date
Sneha.p	Sneha	4/3/22	A. Suresh	[signature]	4/3/22
Data required from accounts:					
Are any bills received wrt to this PO.			□ Yes for full PO □ Yes for part of PO ☑ No.		
Scan ID nos. of advice for credit to supplier					
Remarks by Accountants: Bill not Received					
Notes: 1. Accountants to attach hard copy of purchase voucher.					
Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
S. Nagaraj	[signature]	04-03-2022			
Action taken by purchase:					
Status of PO			□ PO closed and email sent to supplier. □ PO open material awaited.		
Status of proof of delivery:			□ Proof of delivery received. □ Proof of delivery not available with site or purchase.		
Original barcoded PO available			□ Yes □ No – certified copy received from accounts.		
Original bill available			□ Yes □ No – certified copy obtained from supplier.		
Supplier's ledger available			□ Yes □ No		
Advice for credit to supplier			□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.		
Remarks by purchase:					
Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	
Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.					

Get certified bill from supplier

~~Get~~ bill

Make advice for credit

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **3458**	Dated **28-Dec-2021**
	Delivery Note **850**	Mode/Terms of Payment **Against Delivery**
	Reference No. & Date. **3458 dt. 28-Dec-2021**	Other References
Consignee (Ship to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II Floor, MG Road, Soham Mansion, Secunderabad 500 003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36	Buyer's Order No. **83953/140973**	Dated **27-Dec-2021**
	Dispatch Doc No.	Delivery Note Date **28-Dec-2021**
	Dispatched through **Your Self**	Destination **Kowkoor**
Buyer (Bill to) **Mehta & Modi Realty Kowkur LLP** 5-4-187/3&4, II Floor, MG Road, Soham Mansion, Secunderabad 500 003 GSTIN/UIN : 36ABLFM7631F1Z3 State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED D/L 8W Garnet 2700k D540827**	940540	12 %	**50.0000 nos**	520.00	nos	**26,000.00**
	OUTPUT CGST						**1,560.00**
	OUTPUT SGST						**1,560.00**
	Total			**50.0000 nos**			**₹ 29,120.00**

Amount Chargeable (in words)

E. & O.E

INR Twenty Nine Thousand One Hundred Twenty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
940540	26,000.00	6%	1,560.00	6%	1,560.00	3,120.00
Total	**26,000.00**		**1,560.00**		**1,560.00**	**3,120.00**

Tax Amount (in words) : **INR Three Thousand One Hundred Twenty Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

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

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

DELIVERY CHALLAN

REFLECTIONS
ELECTRICALS PVT. LTD.
Bright Ideas
5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCR2047Q1ZZ

M/s. Mehta & Modi Realty Kowkoor LLP
Site: Kowkoor
Hyderabad.
Date: 28/12/21 No.: 850

Invoice No.......................No.of Cases ....Date..................Way Bill No..........................

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	Doc No: 83953/140973 dt 27/12/21.				
1	D540827 LED	50	Nos		Invoice
	D/L 8W 2700K.				No: 3458
					dt
					28/12/21

11907
101597
30/12/21
31/12/22
09:53

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

Purchase Order

 27-12-2021 5:17:46 PM Original /

83953

5:35:32

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Reflections Electricals Pvt. Ltd.,	**Doc No**	83953	140973
5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc Date**	27-12-2021	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	25-12-2021	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4746 - Electrical - other - LED Lights - NA - nos *D540827-31/2" dia- warm light*	50.00	520.00	0.00	12.00	29,120.00
			Total Order Value . . .			**29,120.00**

Rupees : Twenty Nine Thousand One Hundred Twenty Only.

Terms and Conditions :-

Specification /	All items shall be of wipro brand/company
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for GHT Site club house 6 and 7 floor false ceiling inside lightis fixing 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by emai

Books of accounts verified and no bills wrt this PO were received by accounts
Name: S. Prasad
Sign:
Date: 01/02/2022

For *Mehta & Modi Realty Kowkur LLP*

Authorised Signatory

Name : 28/12/2021

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	Mehta & Modi Realty Kowkur LLP	Date:	25-12--2021
Site & Phase :	GHT	Time:	11.50
Supplier	SSLLP	Req. No.	140973
Material required before date:	28-12-2021	ID No.	72398

No	Description/Brand/Model No.	Warm or White	Wattage	Quantity	Units	Inward No	Date
1	FALSE CEILING - LED LIGHTS	Warm	08 Watts	50	Nos		
2	31/2'' DIA		2700k				
3	D540827 (WARM LIGHT)						
4							
5							
6	83953	520+12%					
7							
8							
9							
10							

Remarks: For GHT SITE CLUB HOUSE 6 & 7 th floor False Ceiling inside Lights Fixing Purpose

APPROVED
28 DEC 2021
MANISH PARIKH
MANAGER PROCUREMENT

Prepared By	A Suresh	Approved by	
Sign.& Date	25-12-2021	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.