

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 09/03/2022		Prepared by: MINISH.		Serial no. 2810	
Supplier name: Reflections Electrical Pvt Ltd		HO inward no.			
Firm/Company: M/s. G. & M. S. Realty Kowkur CLP		Project: G+T		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	MD	Accountant	Accounts Manager
Name:					
Sign:					
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: <i>full material received</i>					
PO no.:	83953			PO date:	27/12/21
Req. no.:	140973			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
Sudha.p	Sudha	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: <i>Bill not Received</i>					
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. N. Suresh	[Signature]	01-03-2022			
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 and advice for credit
MD



Sales Invoice

Place of Supply : Telangana

Terms of Delivery

Kowkooor

E. & O.E

3 120.00

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

Authorized Signatory

This is a Computer Generated Invoice



REFLECTIONS
ELECTRICALS PVT. LTD.

GST No. : 36AADCR2047Q1ZZ

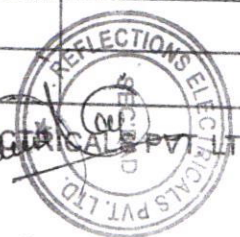
Site: Kowloon

Date: 28/12/21, No.: 850

[illegible]

For REFLECTIONS ELECTRICALS PVT LTD.

Authorised Signatory



Purchase Order

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27-12-2021 5:17:46 PM

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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.,
5-4-187/6, P.M. Modi Complex Ist Floor, M.G. Road, Sec-Bad -500 003

GSTIN 36AADCR2047Q1ZZ

27540307

27543785..

9849875767

Doc No	83953	140973
Doc Date	27-12-2021	
Quote No	NIL	
Quote Date	25-12-2021	
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

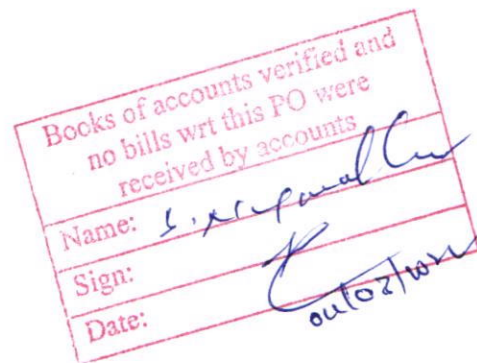
Rupees : Twenty Nine Thousand One Hundred Twenty Only.

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

Penalty 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 emailFor **Mehta & Modi Realty Kowkur LLP**

Authorised Signatory

Name :

28/12/2021

Name :

Accepted the above Terms And Conditions

For **Reflections Electricals Pvt. Ltd.,**

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							
7							
8							
9							
10							
Remarks: For GHT SITE CLUB HOUSE 6 & 7 th floor False Ceiling inside Lights Fixing Purpose							
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.