

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28/4/23	Prepared by	V. Ravi	Serial no.	17383
Supplier name	El-ga J Enterprise	HO inward no.			
Firm/Company	G.V.R.C	Project	Innapolis	HO received date	
PO/WO date	30/11/22	PO/WO No.	83104	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	EE 2122-0399	30.11.21	2352-00	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 2352-00

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

MRN nos.:	EE 2122-0400	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges —

Amount C – Other Debits : —

Amount D (D=A+B-C) – Amount to be credited to the supplier: 2352-00

Amount E – PO / WO value: 46,752.75

Amount F – Difference (A – E): 44,400.75

Quantity received as per PO / WO ☐ Yes ☐ Excess received ☐ Short received ☒ Part received

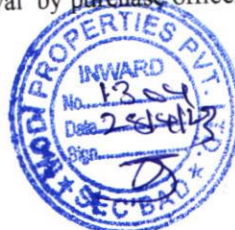
Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date 25/4/23.

Remarks: find bill & close this Po.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. Ravi			
Sign:					
Date		28/4/23			
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

PO no.: 83104	PO date: 30/11/2022	Req. no.: 164192	Advice Scan ID	
Barcoded PO available ☐ Y ☒ N	Invoice original available ☒ Y ☐ N	Copy available ☐ Y ☒ N	POD available ☒ Y ☐ N	
Data required from site/engineers:				
MRN nos. related to PO				
☐ Part material received.	☒ Full material received.	☐ Material not received.		
☐ Close PO - Balance material will be re-ordered by new requisition.				
☐ Cancel PO. Material not required.	☐ Cancel PO. Material will be re-ordered by new requisition			
☐ Keep PO open. Material required.	☐ Keep PO open. Work under progress.			
Remarks by engineer: close PO				
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCA/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.				
Prepared by: Shivam	Sign: [Signature]	Date: 18/04/2023		
Data required from accounts:				
☐	Checked with E&D for receipt of bills.			
☐ Bills not received against this PO.	☐ Part bill received against this PO.	☐ All bills received against this PO.		
☐ Advance paid against this PO	Amount paid:	Date of payment:		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	EE2122-0399	30-11-21	44,225	
2.				
3.				
Remarks by Accountants: Part bill received against this PO				
Prepared by: J. Haipiya	Sign: J. Haipiya	Date: 23/04/23		
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.				
Prepared by:	Sign:	Date:		
Remarks by Ravi + details of bills to be approved:				
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	EE2122-0400	30.11.21	2352.00	
2.				
3.				
Remarks: Need MD's approval for enclosed bill.				
Prepared by: Ravi	Sign: [Signature]	Date: 27/4/23		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).	☐ Prepare bill in SLLP for material supplied.			
☐	Thereafter, prepare advice for credit to supplier and send to Soham for processing.			
☒	Close PO	☐	Keep PO open. Material awaited	
☒	Accounts to be reconciled with supplier. Get supplier's ledger.			
Remarks:				
Approved by: Soham	Sign:	Date: [Signature]		

APPROVED BY
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003

Supplier Details

SupplyType	Supply
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Name : _____

[illegible]

[illegible]

