

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

Date:	17.11.23	Prepared by	V. RAVI	Serial no.	
Supplier name	G.E. Traders.			HO inward no.	
Firm/Company	SHLP	Project	SHLP	HO received date	
PO/WO date	28.02.22	PO/WO No.	85975	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	27	09.03.2022	169,062-00	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				169,062-00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	104992.		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:				169,062-00	
Amount E – PO / WO value:				152,500-00	
Amount F – Difference (A – E):				16,562-00	
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		100% Advance paid			
Remarks: find bill & close this P.O.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		17.11.23			
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.

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 85975	PO date: 28/02/2022	Req. no.: 169518	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice available ☒ Y/ ☐ N	original ☒ Y/ ☐ N / ☒ Copy available	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO	104992 @ forward no: 8654 of GVRC dtd 9/3/2022.		
☐ 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: Material delivered of GVRC @ 520 Bags received at 500 bags.			
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.			
Prepared by: Hemendra	Sign: for	Date: 16.11.23.	
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 100% .	Amount paid: 152,500/-	Date of payment: 07.03.2022	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Cr. given to supplier
1.			
2.			
3.			
4.			
Remarks by Accountants:			
Prepared by: D. LAVANYA	Sign: for	Date: 16.11.2023.	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by:	Sign: for	Date:	
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	Bill amount
1.	27	09.03.2022	1,69,062.00
2.			
3.			
4.			
5.			
MRN no. 104992			
Remarks: Need MD's approval for enclosed certified true copy.			
Prepared by: Ravi	Sign: for	Date: 16.11.2023.	
Advice by MD - action to be taken.			
☐	☐ Get certified bill from supplier (not original).		
☐	☐ Prepare bill in SSSLP 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:	

APPROVED BY
17 NOV 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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16-11-2023 13:53:51

Original / Office Copy / Purchase Div.Copy

From Company : **Summit Sales LLP**
5-4-187/3&4, II nd floor, MG Road, Secunderabad-500003.
G S T No. : 36ACQFS2044C1Z7

Supplier Details

G.E.Traders
3-2-74, General Bazaar, Secunderabad-500003

GSTIN 36AHUPG2360G2Z8

9246540809

Doc No	85975	169518
Doc Date	28-02-2022	
Quote No	NIL	
Quote Date	28-02-2022	
SupplyType	Supply	

Kind Attn : Mr Sravan Goli

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3002 - Cement - PPC - 50kgs - bags	500.00	238.28	0.00	28.00	152,499.84
Total Order Value . . .					152,499.84
Rupees : One Lakh(s) Fifty Two Thousand Four Hundred Ninty Nine and Paise Eighty Four Only.					

Terms and Conditions :-**Specification /** All items shall be of ___ brand/company**Payment Terms** 100% Advance**Tax** All taxes included in above price.**Delivery Date** Next Day.**Delivery Location** Summit Housing LLP
Cherlapally, Behind Kingston PG college, Hyderabad
Phone. 9618244433, Hamendra**Penalty For Delay** Nil**Transportation** Included in the above price.**Warranty** NIL**Advance Paid** RS 1,52,500/-Dt 07/03/2022.**Other Terms** Payment as per actual receipt of material. Hamali charges 5/-Extra for Unloading, Above material for GVRC purpose.**Completion Date** NA.**Measurment** Nil**Security** Nil**Remarks** Delivery at GVRC Turkapally Contact Person Mr Ramesh Reddy-9848134856.For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

For **G.E.Traders**

Name : _____

Name : _____

Date : __/__/__

TAX INVOICE

Sec.23 of Rule 1(1)

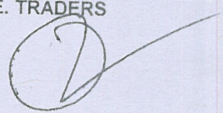
G.E. TRADERS 3-2-74, General Bazar, Secunderabad - 500 003 GSTIN: 36AHUPG2360G2Z8 MOBILE No: 9246540209 E-Mail: shravankumargoli@gmail.com Summit Sales LLP 5-4-187/3&4 Second floor, M.G.Road, Secunderabad. GST No. 36ACQFS2044C1Z7 Reverse Charges Y / N	INVOICE NO. 27	Dated 09/03/2022
	PO.No.85975/169518dt.28.2.2022	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination Turkapally.
	Delivery at: GVRC, Turkapally-500078	

Sl No.	Particulars Description of Services	HSN/SAC	Quantity	Rate	per	Amount
1	Cement PPC	3002	520Bags	254=00	Bag	132080=00
						132080=00
						CGST 14% 18491=00
						SGST 14% 18491=00
						Rounding -
Total						169062=00

INR One lakh sixty nine thousand and sixty two only.

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate Amount	State Tax Rate Amount	Interstate Tax Rate Amount
3002	132080=00	### 18491=00	14% 18491=00	-
Total				

Declaration we declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	Company's Bank Details Bank Name : Canara Bank Account No. : 3115201001903 Branch & IFS Code : R.P. Road CNRB0000617	
	For G. E. TRADERS  PROPRIETOR	

"TRUE COPY"