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

Date:	05/12/23	Prepared by	V. RAVI	Serial no.	
Supplier name	ACE BUILD CON			HO inward no.	
Firm/Company	Creentia	Project	GV one.	HO received date	
PO/WO date	13.10.22	PO/WO No.	92910.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2021-22/711	18.10.2022	40,710.00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	40,710.00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	113377	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:	40,710-00
Amount E – PO / WO value:	40,710.00
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	100 %. Advance Paid.
Remarks:	find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		05/12/23			
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.:	92910	PO date:	13.10.22	Req. no.:	195076	Advice Scan ID	
Barcoded PO available	☑ Y/☐ N	Invoice original available	☐ Y/☑ N ☑ Copy available		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: Full material received							

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: Tanya.N	Sign:	Date: 10/4/23
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: 40,710	Date of payment: 17.10.22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants: Advance Paid, Bill not received

Prepared by: R.Vinod	Sign:	Date: 15.04.23

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.	2021-22/711	18.10.22	40,710-00	113377.
2.				
3.				

Remarks: Need certified true copy from vendor.

Prepared by: Ravi	Sign:	Date: 17/4/23

Advice by MD - action to be taken.

☑ Get certified bill from supplier (not original).		☐ Prepare bill in SSLLP 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 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 14-10-2022 10:38:53 Original / Office Copy / Purchase Div.Copy

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shameerpet Mandal, Medchal Malkajigiri (D).
G S T No. : 36AADCB2608M1ZD

Supplier Details			
ACE Buildcon	**Doc No**	92910	195076
Plot no. 14/4, Sri Venkateshwara Co-operative Industrial Estates, IDA, Jeedimetla, Quthbullapur mandal, Medchal, Malkajgiri Dist. India	**Doc Date**	13-10-2022	
	Quote No	Nil	
GSTIN 36ABQFA1578A1ZI	**Quote Date**	10-10-2022	
9121309721	**SupplyType**	Supply	

Kind Attn : Mr. P. Vamshi Krishna

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3107 - Chemicals - Crack Fill - NA - kgs *namo crack (for fracture of rock and concrete)*	150.00	230.00	0.00	18.00	40,710.00
				Total Order Value . . .		**40,710.00**

Rupees : Fourty Thousand Seven Hundred Ten Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Arkrete brand
Payment Terms	100% advance
Tax	All taxes included in above price.
Delivery Date	Within 3 days
Delivery Location	G V One Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone.
Penalty For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	40710/-RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for cracking rock at site purpose.
Completion Date	NA
Measurment	NA
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 email..

For *Crescentia Labs Pvt Ltd*
Authorised Signatory

Accepted the above Terms And Conditions
For *ACE Buildcon*

Name : ______________ Name : ______________ Date : __/__/____

Contact - -

TAX INVOICE

2021-22/711

Balance Due
₹40,710.00

ACE BUILDCON
Plot no 14/4, Sri Venkateshwara Cooperative Industrial Estate, IDA,
Jedimetla, Quthbullapur Mandal, Medchal, Malkajgiri District
Hyderabad Telangana 500055
India
GSTIN 36ABQFA1578A1ZI

Bill To
CRESCENTIA LABS PVT LTD
PLOT NO.15-B, MN PARK PHASE-1,SY NO.230 TO 243,TURKAPALLY VILLAGE,
SHAMEERPET MANDAL, MEDCHAL
HYDERABAD
Telangana
India
GSTIN 36AADCB2608M1ZO

Invoice Date :	18/10/2022
Terms :	Due on Receipt
Due Date :	18/10/2022

Place Of Supply: Telangana (36)

#	Item & Description	HSN/SAC	Qty	Rate	CGST	SGST	Amount
1	CRACK FILLER	321400	150.00 kg	230.00	3,105.00 9%	3,105.00 9%	34,500.00

Sub Total	34,500.00
CGST9 (9%)	3,105.00
SGST9 (9%)	3,105.00
Total	**₹40,710.00**
Balance Due	**₹40,710.00**

Total In Words: ***Indian Rupee Forty Thousand Seven Hundred Ten Only***

INWARD
Inward No: 1132 Dt: 18-10-22
MRN No: 113377 Dt: 3-11-22
Received By: Anean Sign: Anean
CRESCENTIA LABS PVT LTD

Notes

Thanks for your business.

ACE BUILDCON
UNION BANK OF INDIA
A/C NO 135611100005817
IFSC CODE UBIN0813567
KAVURI HILLS BRANCH,
HYDERABAD, TELENGANA STATE

Terms & Conditions

UNLOADING OF GOODS IS IN THE SCOPE OF CUSTOMER

Authorized Signature ____________________

TAX INVOICE

2021-22/711

Balance Due
₹40,710.00

ACE BUILDCON
Plot no 14/4, Sri Venkateshwara Cooperative Industrial Estate, IDA,
Jedimetla, Quthbullapur Mandal, Medchal, Malkajgiri District
Hyderabad Telangana 500055
India
GSTIN 36ABQFA1578A1ZI

Bill To
CRESCENTIA LABS PVT LTD
PLOT NO.15-B, MN PARK PHASE-1,SY NO.230 TO 243,TURKAPALLY VILLAGE,
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HYDERABAD
Telangana
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Purchase Order

 13-10-2022 4:57:44 PM

92910
11.10.22 11:08:40

From Company : **Crescentia Labs Pvt Ltd**
Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Sh
Malkajigiri (D).
G S T No. : 36AADCB2608M1ZO

Supplier Details			
ACE Buildcon Plot no. 14/4, Sri Venkateshwara Co-operative Industrial Estates, IDA, Jeedimetla, Quthbullapur mandal, Medchal, Malkajgiri Dist. India **GSTIN** 36ABQFA1578A1ZI 9121309721	**Doc No**	92910	195076
	Doc Date	13-10-2022	
	Quote No	Nil	
	Quote Date	10-10-2022	
	SupplyType	Supply	

Kind Attn : Mr. P. Vamshi Krishna

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Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	40710/-RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for cracking rock at site purpose.
Completion Date	NA
Measurment	NA
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 email..

Ayush

Prashanth

650/- Per 20Kg Bag
+18%

B.No - 711 3/11
I. 1132 18/10

For *Crescentia Labs Pvt Ltd*
Authorised Signatory
14/10/22
Name : ____________

Accepted the above Terms And Conditions
For *ACE Buildcon*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	Crescentia Lab Pvt Ltd	Date:	10.10.2022
Site & Phase:	GV ONE	Time:	10:00
Supplier		Req. No.	195076
Material required before date:		ID No.	80448

No	Description	Size	Quantity	Units	Inward No	Date
1.	Namo Crack (For fracture of rock and concrete)	5 kgs	30	Bags		
2.			=150 kg			
3.	92910					
4.						
5.		1kg.	230/-			
6.						

APPROVED

14 OCT 2022

MINISH PARIKH
MANAGER PROCUREMENT

Remarks: Use for cracking rock at site.

Prepared By	Md Mursalim Ansari	Approved by	Subba Reddy
Sign. & Date	10.10.2022 10/10/2022	Sign. & Date	10.10.2022

~~Cemcrete~~

Simcrete India Pvt

9704680680

TAX INVOICE

2021-22/711

ACE BUILDCON
Plot no 14/4, Sri Venkateshwara Cooperative Industrial Estate, IDA,
Jedimetla, Quthbullapur Mandal, Medchal, Malkajgiri District
Hyderabad Telangana 500055
India
GSTIN 36ABQFA1578A1Zi

Balance Due
₹40,710.00

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Authorized Signature ____________________

"TRUE COPY"