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

Date:	08/12/23	Prepared by	V. RAVI	Serial no.	
Supplier name	S.S. computers			HO inward no.	
Firm/Company	SSLLP	Project	SHLLP	HO received date	
PO/WO date	15.05.20	PO/WO No.	67172	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	003	20.05.2020	12,600.00	✓ □ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,600/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	79556	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:	12,600.00
Amount E – PO / WO value:	12,600.00
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:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		08/12/2023			
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.: 67172	PO date: 15.05.2020	Req. no.:		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: All 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: Hemendra.	Sign: for	Date: 30.09.23.

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: 12,600/-	Date of payment: 18/05/2020.

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
5.				

Remarks by Accountants: Bills not received.

Prepared by: D. Lavanya	Sign:	Date: 30.09.23

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.	003	20.05.2020	12,600-00	79551.
2.				
3.				
4.				
5.				

Remarks: Certified invoice copy to be got from vendor.

Prepared by: Ravi	Sign:	Date: 30.09.2023.

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
-2 OCT 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 30-09-2023 17:45:54 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			
S.S.COMPUTERS	**Doc No**	67172	16167
5-2-199/200/A,1st Floor, Distillery Road, Ranigunj,Hyderabad,Telangana.	**Doc Date**	15-05-2020	
	Quote No	Nil	
GSTIN 36AAWPY3653P1ZE	**Quote Date**	15-05-2020	
9866106959	**SupplyType**	Supply	

Kind Attn : Mahendra Kumar Yadagiri

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3528 - Computers and Peripherals - Wireless Router - NA - nos	4.00	1,350.00	0.00	0.00	5,400.00
2	3528 - Computers and Peripherals - Wireless Router - NA - nos *Range extender*	4.00	1,800.00	0.00	0.00	7,200.00
					Total Order Value . . .	**12,600.00**

Rupees : Twelve Thousand Six Hundred Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation.
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Summit Housing LLP Cherlapally,Behind Kingston PG college, Hyderabad Phone. 9618244433, Hamendra
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 yr
Advance Paid	Rs..../-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for HO conference purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***Summit Sales LLP***

Authorised Signatory

Accepted the above Terms And Conditions

For ***S.S.COMPUTERS***

Name : ______________________

Name : ______________________

Date : __/__/____

Modi Properties - Purchase Order Module

Material Receipts Form

PO Doc No: 67172

New DC | Edit | Save | Close

MRN Doc ID	79556	MRN Date	04-06-2020
DC No	003	DC Date	20-05-2020
Remarks			
In Time	14.10	Vehicle No	ts10ua0143
Delivered By	KRISHNA	Received By	SECURITY
Inward No	14282	Inward Date	27.05.20

Company Name : Summit Sales LLP
Project Name : Summit Housing LLP
Supply Type : Supply
Quote No : Nil
Quote Date : 15-05-2020

Supplier Name : S.S.COMPUTERS
Contact Person : Mahendra Kumar Yadagiri
Address : 5-2-199/200/A,1st Floor, Distillery Road, Ranigunj,Hy
Phone :

PDF Name: PO67172DC003MR79555

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	Computers and Peripherals	3528 - Computers and Peripherals - Wireless Router - NA - n	4	4	Not Closed	0	4	0
2	Computers and Peripherals	3528 - Computers and Peripherals - Wireless Router - NA - n	4	4	Not Closed	0	4	0

ENG 15:51 30-09-2023

TAX INVOICE

S.S Computers 5-2-199/200/A/4, 1st FLOOR, DISTILLERY ROAD, RANIGUNJ, SECUNDERABAD-500003 GSTIN/UIN: 36AAWPY3653P1ZE State Name : Telangana, Code : 36 E-Mail : mahendra74@gmail.com	Invoice No. **003**	Dated **20-May-2020**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **SUMIT SALES LLP** 5-4-187/3&4 2nd FLOOR, M.G ROAD SECUNDERABAD GSTIN/UIN : 36ACQFS2044C1Z7 State Name : Telangana, Code : 36	Buyer's Order No. **67172**	Dated **15-May-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**DLINK ROUTER** *DIR-615*	85176930	**4 Nos**	1,144.07	Nos	**4,576.28**
2	**ACCESS POINT Dlink WIRELESS** *RANGE EXTENDER*	8517	**4 Nos**	1,525.42	Nos	**6,101.68**
						10,677.96
	Output CGST					**961.02**
	Output SGST					**961.02**
	Total		**8 Nos**			**₹ 12,600.00**

Amount Chargeable (in words) *E. & O.E*

Indian Rupees Twelve Thousand Six Hundred Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
85176930	4,576.28	9%	411.87	9%	411.87	823.74
8517	6,101.68	9%	549.15	9%	549.15	1,098.30
Total	**10,677.96**		**961.02**		**961.02**	**1,922.04**

Tax Amount (in words) : **Indian Rupees One Thousand Nine Hundred Twenty Two and Four paise Only**

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

for S.S Computers

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"