

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

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Reflexions Electrical Pvt Ltd.			HO inward no.	
Firm/Company	SSLP	Project	SHLP.	HO received date	
PO/WO date	04.12.21	PO/WO No.	83296.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	3203	09.12.21	29,842 -w	☐ Yes ☐ No	
2.	3333	21.12.21	30,586 -w	☐ Yes ☐ No	
3.			1	☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				60,428 -w	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	100734 & 101034		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:				60,428 -w	
Amount E - PO / WO value:				39,018 -w	
Amount F - Difference (A - E):				21,410 -w	
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		06.02.24.			
Remarks: find bill & close this PO. only excess order received.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		30.01.24			
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

PG no.: 83296	PO date: 04/12/2021	Req. no.: 169218	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice available ☐ Y/ ☒ N	original ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	
POD available ☒ Y/ ☐ N				
Data required from site/engineers:				
MRN nos. related to PO 100734, 101034				
☐ 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: Asha Tyothi		Sign: Asha		
Date: 24/01/2024				
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.				
2.				
3.				
4.				
Remarks by Accountants: Bills not received against this PO				
Prepared by:		Sign: D. Kargal		Date:
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.	3203	09.12.21	29,842 -w	100734
2.	3333	21.12.21	30,586 -w	101034.
3.				
4.				
5.				
Remarks: Need MD's approval for enclosed true copies.				
Prepared by: Ravi		Sign: [Signature]		Date: 27/01/24
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).			☐ Prepare bill in SSLP 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:



Purchase Order

Page(s) 1 Of 1

24-01-2024 12:52:39

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

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	83296	169218
Doc Date	04-12-2021	
Quote No	NIL	
Quote Date	30-11-2021	
SupplyType	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4605 - Electrical - other - MCB - 6Amps - nos	48.00	105.00	0.00	18.00	5,947.20
2 4631 - Electrical - other - Modular Plate - 6way - nos	360.00	72.00	70.00	18.00	9,175.68
3 4791 - Electrical - other - Modular socket - 6 A - nos	300.00	67.50	0.00	18.00	23,895.00
Total Order Value . . .					39,017.88

Rupees : Thirty Nine Thousand Seventeen and Paise Eighty Eight Only.

Terms and Conditions :-

Specification / All items shall be of 'Wipro' brand North west series
Payment Terms After Delivery & Production of bill
Tax VAT 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 Transport cost shall be borne by us.

Warranty 5yrs

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Payment as per actual receipt of material. Above order for Stock replenishing purpose.

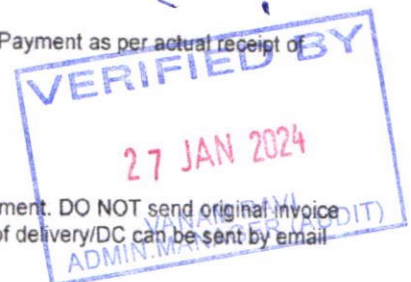
Completion Date Nil

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 email

NOTE:- S.No (2) Rate difference in
our purchase order, Vendor has
raised correct bill.



For **Summit Sales LLP**

Authorised Signatory

Accepted the above Terms And Conditions

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

