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

Date:	30.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Shwela computers			HO inward no.	
Firm/Company	MPPL	Project	NPL	HO received date	
PO/WO date	01.11.22	PO/WO No.	93447	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00025355	05.11.22	37,600.00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	37,600.00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inward No: 20359 dtd 5/11/22	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:	37,600-00
Amount E – PO / WO value:	37,600-00
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		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

93447-0203144.

PO no.:		PO date:	1-11-2022	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	Inward no:- 20359. dtd 05/11/2022	
□ 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: 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: N. Subhash	Sign:	Date: 24-Jan-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: 37,600/-	Date of payment: 01/11/22

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:	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.	00025355	05/11/2022	37,600-00	Inwd: 20359.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed certified True copy.

Prepared by: Ravi	Sign:	Date: 24/01/24.

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
29 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

1697706353_Form for PO closure manual 19-1023 ver6 (3)

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category / Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
20353	7.11.22	14.30	SS LLP	(4) Arcitted 450gm.		06	NO	22582	93492	TS10UB3126	Sheker	[signature]	[signature]
				(5) Hand stirring K Tile		06	NO						
				(6) Tile grout white cement	1 kg	06	NO						
20354	7.11.22	"	SS LLP	(1) CP wall mixer		06	NO	22540	73578	"	"	[signature]	[signature]
				(2) CP shower Head		06	NO						
				(3) CP Shower Arm		06	NO						
				(4) CP Angle cock		20	NO						
				(5) CP Health faucet		06	NO						
				(6) CP Pillar cock		06	NO						
				(7) CP long Body		03	NO						
				(8) CP sink cock with swing spout		04	NO						
				(9) CP Extension nipple 12x15mm		25	NO						
				(10) Teflon Tape		75	NO						
20355	7.11.22	"	SS LLP	(1) CP wash Basin waste coupling		09	NO	22843	73513	"	"	[signature]	[signature]
				(2) wash Basin white		06	NO						
				(3) wash Basin pedestal white, [illegible]		06	NO						
				(4) [illegible] wash basin [illegible]		09	NO						
				(5) wall hung [illegible] with seat cover white		06	NO						
				(6) wall hung [illegible] Bottle [illegible]		09	NO						
				(7) PVC connection bar		09	NO						
				(8) PVC waste pipe		09	NO						
				(9) CP concealed flush face plate cock		09	NO						
20356	8.11.22	10.00	K.N Traders	(1) Hi [illegible]	—	02	NO	—	—	By Bike	Raju	[signature]	[signature]
20357	8.11.22	"	[illegible] Traders	(1) 4 Fat [illegible]		02	NO	"	—	By Bike	Raju	[signature]	[signature]
				(2) Lock		02	NO	"	—	"			
20358	7.11.22	11 AM	SVR pump Service	(1) Eshippel 206 single pump [illegible]		01	NO	1408	—	TS10UB3126	[illegible]	[signature]	[signature]
20359	8.11.22	"	[illegible]	(1) [illegible] system	[illegible]	01	NO	25355					
				(2) OPSC	[illegible]	01	NO	25355			—	[signature]	[signature]
20360	10.11.22	15.00	Vyshnavi Enterprises	(1) GEO [illegible] mild coffee		10	NO	0235	73761	By Bike	—	[signature]	[signature]
20361	11.11.22	14.30	Sri Sai Vishal Enterprises	(1) Solid Bricks		500	NO	201	93817	Tractor TS[illegible]	Sravan Reddy	[signature]	[signature]
20362	21.11.22	18.30	SS LLP	(1) [illegible] Pipe [illegible]		10	NO	22930	93759	TS10UB3123	Sheker	[signature]	

Purchase Order

 24-01-2024 17:08:01 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Shweta Computers	**Doc No**	93447	203144
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	01-11-2022	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	01-11-2022	
9248091726	**SupplyType**	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	167400 - COMP-Peripherals - All in one computer-- - NA - Nos *HP All in one*	1.00	29,448.50	0.00	18.00	34,749.23
2	406300 - ELEC-Electrical - UPS-600VA-APC - - - Nos *APC UPS 600VA*	1.00	2,416.00	0.00	18.00	2,850.88
	Total Order Value . . .					**37,600.11**

Rupees : Thirty Seven Thousand Six Hundred and Paise Eleven Only.

Terms and Conditions :-

Specification / Brand will be HP all in one quad core, 8GB, 512 SSD, 21" Screen, Windows 11.

Payment Terms 100% advance payment

Tax GSTincluded in the above prices

Delivery Date Immidiate

Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

Penality For Delay Nil

Transportation Nil

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________________

Name : ____________________

Date : __/__/____

Purchase Order

 24-01-2024 17:08:01 Original / Office Copy / Purchase Div.Copy

Warranty	One year
Advance Paid	Rs. 37,600-00, by RTGS/NEFT....
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account above order is for Site Conference 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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ______________________

Name : ______________________

Date : __/__/____

TAX INVOICE

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
MODI PROPERTIES PVT.LTD.
5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION,
M.G ROAD, SECUNDERABAD, Rangareddy, Telangana, 500003
SEC-BAD 66335551/9502199355
HYDERABAD - 500003
Phone :
State : 36 - Telangana
PO NO:93447-0203144 DATE:01-11-2022

Ship to:

Invoice No. : 00025355
Invoice Date : 05/11/2022
GSTIN : 36AABCM4761E1ZM
PAN : AABCM4761E
Due Date : 05/11/2022

SR : IRFAN PH:9248091726
IRN : adc089484ffd355665cc6ffb66d1601478d3c6b6216419c1 1ce21f2c00a39f72

Sl	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	SYSTEM HP AIO 22-DD2686IN 8CC2171MZJ	84714900	1	34750.00	29449.15	29449.15	9	2650.42	9	2650.42	0	0.00
2	UPS APC 600 VA	85044090	1	2850.00	2415.25	2415.25	9	217.37	9	217.37	0	0.00
						31864.40						
	CGST				9.00	2867.79						
	SGST				9.00	2867.79						
	ROUND OFF				0.00	0.02						
	Grand Total:		2			**37600.00**						

Rupees Thirty-Seven Thousand Six Hundred Only.

Bank Details :

E.&O.E

HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

For **SHWETA COMPUTERS**

Terms & Condition :

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.
9. No Warranty for Swollen or Bulged Battery

"TRUE COPY"

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

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