

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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Veerabhadra Engrs.			HO inward no.	
Firm/Company	NPPL	Project	NPL	HO received date	
PO/WO date	28.07.23	PO/WO No.	20230614031	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	343	28.07.23	4704 - 10	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				4704 - 10	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230725059.		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:				4704 - 10	
Amount E - PO / WO value:				4704 - 10	
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		02.03.24.			
Remarks: final bill.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		26.02.24			
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.

Sageetha Hdm

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

20230614031

PO no.:		PO date:	28.14.6.23	Req. no.:		Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice available	original	☐ Y/ ☐ N	☒ Copy available	POD available	☒ Y/ ☐ N
Data required from site/engineers:							
MRN nos. related to PO	20230728059						
☐ 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:							
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: DIVYA		Sign: <i>fw</i>		Date: 08.02.24			
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:							
Prepared by: <i>Sageetha</i>		Sign: <i>Sageetha</i>		Date: 09/02/24			
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.	343	28.07.23	4704-00	20230728059.			
2.							
3.							
4.							
5.							
Remarks: Need MD's Approval to get certified true copy.							
Prepared by: Ravi		Sign: <i>MD</i>		Date: 10/02/24			
Advice by MD - action to be taken.							
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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
 22 FEB 2024
 SOHAM MODI
 MANAGING DIRECTOR

(ORIGINAL FOR RECII)

Invoice No.	Dated
343	28-Jul-23
Delivery Note	
Buyer's Order No.	Dated
20230614031	28-Jul-23
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	SS DUST BIN PEDAL (5L) (7X10)	7323	6 PCS	700.00	PCS	4,200.
						CGST SGST
						252. 252.C

INWARD

Inward No:	24650	Dt:	28-7-28
MRN No:		Dt:	
Received By:		Sign:	(Signature)
MODI PROPERTIES PVT. LTD. SY.No. S2/1			

"TRUE COPY"

Total	6 PCS	₹ 4,704.00
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"TRUE COPY"

₹ 4,704.00

E. & O.E

7323	HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
			Rate	Amount	Rate	Amount	
		4,200.00	6%	252.00	6%	252.00	504.00
		Total		252.00		252.00	504.00

Tax Amount (in words) **INR Five Hundred Four**

Tax Amount (in words) : **INR Five Hundred Four Only**

Authorized Signatory

This is a Computer Generated Invoice

1100-20290728059

MRN ✓

MRN Report

Project Name	Mayflower Platinum	PO Num	20230614031
Supplier Name	Veerabhadra Enterprises	PO Date	14 Jun 2023
MRN Num	20230728059	MRN Date	28 Jul 2023
Vehicle Num	TS10UB3122	Received By	Naresh Ganeshwara

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	FUNF6772-Furniture & fixtures-SS dust bin with flip lit--Misc-Nos.	6.00	6.00	0.00	700.00	0%	12%	0%	6%	6%	4,704

Sno	Role	User	Remarks	Date And Time
1	Security guard	Mpl.mppl		28 Jul 2023 05:39:37 pm
2	Const-Data Entry Operator	Divya N	full material received	07 Aug 2023 05:27:50 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	14 Aug 2023 05:44:36 pm