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

Date:	26.02.24	Prepared by	V. RA	٧,	Serial no.	3			
Supplier name	Veeralhad	a Estap	ritel.		HO inward	no.			
Firm/Company	MPPL	Project	MPL.		HO receive	ed date			
PO/WO date	28.07.23	PO/WO No.	20230 61	4631	Scan ID.				
SI no.	Bill no.	Bil	l date	]	Bill amount		Original attached		
1.	343	28.	09.23	4	704 - K	)	☐ Yes ☐ No		
2.			e .				□ Yes □ No		
3.					1		□ Yes □ No		
4.					1		□ Yes □ No		
Amount A – Bill	s total (Excluding Tran	sport & Hamali Cha	rges):				04-10		
Proof of delivery	by way of:   DCs/bill	□ Steel report □ RM	MC pour repor	rt 🗆 Sol	id block repo	ort 🗆 Ins	stallation report		
MRN nos.:	20230 7280	59.		Proof o	of delivery s MRN	+	☐ Yes □ No		
Amount B –Othe	er Credits : Transportati	on charges				_			
Amount C -Othe	er Debits :					_			
Amount D (D=A	+B-C) – Amount to be	credited to the suppl	ier:			470	4-10		
Amount E – PO	/ WO value:					4704-20			
Amount F – Diff	erence (A – E):						NIL.		
Quantity received	d as per PO /WO	✓ □ Yes □	Excess receiv	ved 🗆 Sh	ort received	□ Part r	eceived		
Close PO / WO		□ Yes □	No – wait for	r balance	material 🗆 (	Other	=		
Payment – due d	ate	03	1.03.24	,					
Remarks:	final!	5111.							
	· · · · · · · · · · · · · · · · · · ·			-					
Approved by	Purchase Officer	Purchase Manager	M D Account		ant	Accounts Manager			
Name:		V. RAY)							
Sign:		W.							
Date		26.02.24							
Approval limit	Upto 20k	Above 20k	Above 100k		Upto 20k		Above 20k		
Jotes: 1 In case of	and a second section of the second second second	1. 1.1 1.11							

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

20230614031

PO no.:												
		PO date:		14.6			q. no.:				Scan ID	
Barcoded PO		□ Y/M	Invoice available	,	or	iginal	□Y/□N	MCopy av	ailable	POI	O available	□Y/□ N
Data required	I from site/e	ngineers:										
MRN nos. 1		2023	72801 Full r	9							X	
□ Part materia									□ Mate	rial not	received.	
□ Close PO –	Balance ma	aterial will b	e re-order	ed by	new r	equisit	ion.					
□ Cancel PO.	Material no	ot required.	□ Ca	ancel	PO. M	laterial	will be re	e-ordered b	y new	requisi	ition	
□ Keep PO op	pen. Materia	l required.	□ Ke	eep Po	O oper	n. Wor	k under p	rogress.				
Remarks by e	engineer:		- I									
Notes: 1. Provide	e details of mat	erial received l	by way of sep	parate a	attachm	ent. 2. P.	rovide scan	ned copy of 1	DCs/pro	of of deli	ivery + PO. 3.	Provide cop
of invoices if ava Prepared by:	DIVY		Sign:	sent to	Ravi.	1	A	Da	ate:	08.	02.24	
Data required					1 11	• • •	•				12. – )	
		with E&D fo	or receipt of	of bill	s							
Bills not rec						d agai	nst this Po	0 1	Δ11 bill	e receiv	ved against	this DO
□ Advance pa			Amou			u agai	ist tills i v					uns PO.
			Alliou	ini pai	u.			Da	ite or p	ayment	ι:	-
Details of part		:u.	D'II	1.		1	D'II					
	Bill no.		Bill	date			Bill a	amount		C	r. given to	supplier
1.												
2.												
2. 3.												
3. 4.												
3. 4.	accountants:	nt.			•	N						
3. 4. Remarks by A	\$	rella	Sign:	5	. Pet	th-		Da	(	09/2	124	
3. 4. Remarks by A	\$	rella		en proc	essed b	y E&D.	Check before		(	09/2	124	
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO	\$	rella		en proc	essed b	y E&D.	. Check before		above.	09/2	124	
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by:	Os issued for tu	rnkey works -	may have be		pessed b	(L y E&D.	Check before	re filling the	above.	09/2	lay	
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R	Os issued for tu	rnkey works -	may have be	ed:	Dessed b	y E&D.		re filling the	above.	09/2 M	lay RN no.	
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R	Os issued for tu	mkey works -	Sign: be approve	ed:	essed b		Bill a	Da Da mount	above.			l 805g
3. 4. Remarks by A Prepared by: Notes: 1. POs/WC Prepared by: Remarks by R Sl. No. 1. 2.	Os issued for tu	mkey works -	Sign: be approve	ed:			Bill a	re filling the a	above.		RN no.	l 805q,
3. 4. Remarks by A Prepared by: Prepared by: Remarks by R Sl. No. 1. 2. 3.	Os issued for tu	mkey works -	Sign: be approve	ed:			Bill a	Da Da mount	above.			18059,
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R SI. No.  1. 2. 3. 4.	Os issued for tu	mkey works -	Sign: be approve	ed:			Bill a	Da Da mount	above.			l 805q,
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R Sl. No.  1. 2. 3. 4. 5.	Os issued for to Lavi + details Bill no.	mkey works -	Sign: be approve Bill o	ed: date Q8.0	7.2	3	Bill a	Da  mount  Toy - m	above.	2	02307	l 805q,
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R SI. No. 1. 2. 3. 4. 5. Remarks:	Os issued for to Lavi + details Bill no. 343	mkey works -	Sign: be approve  Bill o	ed: date Q8.0			Bill a	Da D	above.	2	(02307) Y	18059,
3. 4. Remarks by A Prepared by: Notes: 1. POs/WO Prepared by: Remarks by R Sl. No.  1. 2. 3. 4. 5. Remarks:	Dis issued for tu	mkey works - s of bills to l	Sign: be approve Bill o	ed: date Q8.0	7.2	3	Bill a	Da D	above.	2	(02307) Y	18059,
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Form for closure of purchase order dt 09-03-23 ver5.docx

VEERABHADRA ENTERPRISES  D NO 3-2-188	Invoice No.	Dated
RM STREET KALSIGUDA	343	28-Jul-23
Hyderabad Hyderabad GSTIN/UIN: 364 FMPG9278 1470	Delivery Note	
State Name : Telangana, Code : 36 E-Mail : veerabhadra1930@gmail.com Buyer (Bill to)	Buyer's Order No. <b>20230614031</b>	Dated 28-Jul-23
Modi Properties Pvt I td	Dispatch Doc No.	Delivery Note Date
5-4-187/3&4 2nd Floor Soham Mansion M G Road Secunderbad GSTIN/UIN : 36AABCM4761E1ZM	Dispatched through	Destination
State Name : Telangana, Code : 36 Place of Supply : Telangana		The second secon

SI	Description of Goods		1				
No.	The state of the s		HSN/SAC	Quantity	Rate	per	Amoun
1	SS DUST BIN PEDAL (5L) (7X10)		7323	6 PCS	700.00	PCS	4,200
		CGST SGST			The second secon	Andrew Agency (1974) and Andrew (1974) a	252. 252.
		Automotive to the second	nward No:	NWA R. L	:28-	278	
Application of the state of the		and the state of t	MRN No: Received By:	TIES PVI. LT	6		
			And the same or controlled the contr	-lage- side (distribute restribute) describute (distribute restribute)	Control of the second s	- James and A	
	"TRUE COPY"		the Philipping and Associated and As	W. Open and the second	**************************************	Territorian de marco por la companya de la companya	The second secon
		Total	MANA (Manaharana Manaharana manahara) ka da ayan da ay				
and the same of	unt Chargeable (in words)	Total	•	PCS			704.00

Amount Chargeable (in words) INR Four Thousand Seven Hundred Four Only

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

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

Declaration Declaration

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

Customer's Seal and Signature

for VEERABHADRA ENTERPRISES

Authorised Signatory

E. & O.E

This is a Computer Generated Invoice

...00-2020728059

MRDY

## 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
Vechicle Num	TS10UB3122	Received By	Naresh Ganeshwara

S.No	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.	00.9	00.9	0.00	700.00	%0	12%	%0	%9	%9	4,704
Sno	Role	User	)r		Ren	Remarks			Da	Date And Time	эе
_	Security guard	Mpl.mppl						28	Jul 2023 0	28 Jul 2023 05:39:37 pm	
2	Const-Data Entry Operator	Divya N		full material received	ived	electric rate and a section of the contraction of t		07	Aug 2023	07 Aug 2023 05:27:50 pm	u
3	Admin - Audit	Mahesh Kumar M		System Generated MRN Has Been Approved	d MRN Has	Been Approved	I	14	Aug 2023	14 Aug 2023 05:44:36 pm	