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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Global safety solution.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	18.03.23	PO/WO No.	20230318026	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2316	28.03.23	1652-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1652-00
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	20230403016	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:	1652-00
Amount E – PO / WO value:	1652-00
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	02/03/24.
Remarks: Final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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.

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

20230318026

PO no.:		PO date:	18.03.23	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: 20230403016.
□ 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: for 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: Sangeetha Sign: Sangeetha Date: 9/2/23

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.	2316	28.03.23	1652-00	20230403016.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to get certified True copy.

Prepared by: Ravi Sign: Date: 10.02.24

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
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

MRN Report

Project Name	Mayflower Platinum	PO Num	20230318026
Supplier Name	Global Safety Solution	PO Date	18 Mar 2023
MRN Num	20230403016	MRN Date	03 Apr 2023
Vechicle Num	TS10UB3122	Received By	Naresh Ganeshwara

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	TOOL4884-Tools-Measurement Tape Steel--Freemans-15mtrs-Nos	5.00	5.00	0.00	280.00	0%	18%	0%	9%	9%	1,652

Sno	Role	User	Remarks	Date And Time
1	Security guard	Mpl.mppl		03 Apr 2023 03:29:54 pm
2	Const-Data Entry Operator	Divya N	Full material recevied	05 Apr 2023 05:40:55 pm

Tax Invoice (ORIGINAL FOR RECIPIENT)

AAOFG9573A1Z5
Telangana, Code : 36
Contact 9581228898/9502555088
E-Mail : gss.infoteam@gmail.com

Buyer (Bill to)
Modi Properties Pvt Ltd
5-4-187/324, 2nd Floor, Soham Mansion,
M G Road, Secunderabad
GSTIN/UIN 36AABCM4761E1ZM
State Name Telangana, Code : 36

Invoice No **2316**	Dated **28-Mar-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date **2316 dt. 28-Mar-23**	Other References
Buyer's Order No **20230318026**	Dated **28-Mar-23**
Dispatch Doc No	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Freeman Steel Measuring Tape Topline 15mtr x 9.5**	90178010	18 %	**5.00 Nos**	280.00	Nos		**1,400.00**
	CGST@9%				9	%		**126.00**
	SGST@9%				9	%		**126.00**
	Total			**5.00 Nos**				**₹ 1,652.00**

"TRUE COPY"

Amount Chargeable (in words) E. & O.E
INR One Thousand Six Hundred Fifty Two Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
90178010	1,400.00	9%	126.00	9%	126.00	252.00
Total	**1,400.00**		**126.00**		**126.00**	**252.00**

Tax Amount (in words) : **INR Two Hundred Fifty Two Only**

Company's PAN : **AAOFG9573A**

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

Company's Bank Details
Bank Name : **AXIS BANK**
A/c No. : **919020070179320**
Branch & IFS Code : **MG Road, Secunderabad & UTIB0000068**

Customer's Seal and Signature

for GLOBAL SAFETY SOLUTIONS

Authorised Signatory

This is a Computer Generated Invoice