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

Date:	26.02.24	Prepared	l by	V. RAY	/)	Serial no.		
Supplier name	Global s	abeli	bilos	im .		HO inward	no.	
Firm/Company	G.V.R.C	Project		Panopo	is a	HO received	d date	
PO/WO date	18.03.23	PO/WO	No.	202303	18026	Scan ID.		
Sl no.	Bill no.		Bill	date]	Bill amount		Original attached
1.	2316		28.0.	3.23	1	(52-h		□ Yes □ No
2.						1		□ Yes □ No
3.								□ Yes □ No
4.								□ Yes □ No
	total (Excluding Trans							52 - W
Proof of delivery b	y way of: DCs/bill	□ Steel re	port 🗆 RM	C pour repor	t 🗆 Sol	id block repor	rt 🗆 Ins	tallation report
MRN nos.:	20230	14030	16		Proof o	of delivery	-	Yes 🗆 No
	Condita : Tononan autati	1			matche	S MIKIN		
	Credits : Transportation	on charges					-	
Amount C –Other	Debits :						-	
Amount D (D=A+I	B-C) – Amount to be	credited to	the supplie	er:			16	52-10
Amount E – PO / V	VO value:				20		16	52-10
Amount F – Differe	ence (A – E):	,	_				4	NIL
Quantity received a	as per PO /WO		□ Yes □	Excess receiv	ved 🗆 Sh	ort received	□ Part r	eceived
Close PO / WO		✓	□ Yes □	No – wait for	r balance	e material O	ther	
Payment – due date			D	2 03 2	Ψ,			,
Remarks:	-Cin	, O	5:11.					
								X - * *
Approved by	Purchase Officer	Purc Man		M D		Accounta	ant	Accounts Manager
Name:			(AV)					
Sign:		A	11.					
Date		26.	2.24					
Approval limit	Upto 20k	Above 20	0k	Above 100	k	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

90230318026

PO no.:	303100	PO date:	18.03.23	Req. no.:		Advice Scan ID
Barcoded PO a	vailable	□ YX∞ N		ginal OY/O	N Copy availab	ole POD available UY/UN
Data required	from site/e	ngineers:	available			
MRN nos. re	elated to	2023	6403016.			
PO □ Part material	received.		Full material recei	ved	□ Ma	aterial not received.
		aterial will h	be re-ordered by new red			aterial not received.
□ Cancel PO. I			□ Cancel PO. Ma		re-ordered by no	ew requisition
□ Keep PO ope		•	□ Keep PO open.			
Remarks by en		ar required.	2 recep r o open.	Work under	progress.	
Notes: 1. Provide	details of ma	terial received entire set to be	by way of separate attachmen scanned and sent to Ravi.	nt. 2. Provide sc	anned copy of DCs/1	proof of delivery + PO. 3. Provide cop
Prepared by:	DIV	YA	Sign:		Date:	08.02.24
Data required f	rom accou	ints:			•	
	Checked	with E&D f	or receipt of bills.			
Bills not rece	eived agair	nst this PO.	□ Part bill received	against this	PO. All t	oills received against this PO.
□ Advance pai	d against t	his PO	Amount paid:	_	Date of	f payment:
Details of part	bill receive	ed:				
Sl. No.	Bill no.		Bill date	Bi	ll amount	Cr. given to supplier
1.						
2.						
3.						
4.						
Remarks by Ac	countants		R	1		
Prepared by:	Seel	h	Sign:	oth	Date:	96/22
Notes: 1. POs/WO	s issued for the	urnkey works -	may have been processed by	E&D. Check be	efore filling the above	e.
Prepared by:			Sign:		Date:	
Remarks by Ra	vi + detail	s of bills to		and the second		
Sl. No.	Bill no.		Bill date	Bil	l amount	MRN no.
1.	231	IC	28.03.23		1652-10	20230403016
2.						
3. 4.						
5.						
	Need	ומא	Spenso to 8	d certit	ied Prue Co	opy.
repared by: Ra			Sign:	MA	Date:	10.02.24
Advice by MD	- action to	be taken.				· ,
Get certified	bill from s	upplier (not	original).	□ Prepare h	oill in SSLLP for	material supplied.
The	ereafter, pr	epare advice	e for credit to supplier a			
/	se PO		**		•	Material awaited
	counts to b	e reconciled	with supplier. Get supplier.	plier's ledge		
Remarks:			.,			PPROVED BY 22 FEB 2024
Approved by: S	oham		Sign:		Date:	LL
ipproved by. B						

Form for closure of purchase order dt 09-03-23 ver5.docx

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	S.No Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	TOOL4884-Tools-Measurement Tape SteelFreemans-15mtrs-Nos	5.00	5.00	0.00	280.00	%0	18%	%0	%6	%6	1,652

-		Approximate constitution to the constitution of the constitution o		
	Role	User	Remarks	Date And Time
S	Security guard	Mpl.mppl		03 Apr 2023 03:29:54 pm
0	Const-Data Entry Operator	Divya N	Full material recevied	05 Apr 2023 05:40:55 pm

Tax Invoice

(ORIGINAL FOR RECIPIENT) invoice No Dated 2316 28-Mar-23 Delivery Note Mode/Terms of Payment Reference No & Date Other References 2316 dt. 28-Mar-23 Buyer's Order No Dated 20230318026 28-Mar-23 Dispatch Doc No Delivery Note Date Dispatched through Destination

36AABCM4761E1ZM

40FG9573A1Z5

Telangana Code 36

M G Road, Secunderabad GSTIN/UIN State Name Telangana, Code 36

5-4-187/324, 2nd Floor, Soham Mansion,

ontact 9581228898/9502555088

E-Mail gss infoteam@gmail.com Buyer (Bill to)

Modi Properties Pvt Ltd

Terms of Delivery

	Description							
No.	Description of Goods	HSN/SAC						
1	and the state of t	, IOI BOAC	GST	Quantity	Rate	000	TA	
	Freeman Steel Measuring Tape Topline 15mtr x 9.5		Rate			per	Disc %	Amount
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	SGST@9%			The second secon	9	%		
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0178010		Taxable Value		ntral Tax	Sti	ate Tax	Total
		1,400.00	Rate 9%	Amount	Rate	Andrewson State St	Tax Amou
	Total	1,400.00	of FO	126.00	9%	126.00	252

Customer's Seal and Signature

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 AC NO. 919020070179320

Branch & IFS Code MG Road, Secundembad & UTIB0000068

for GLOBAL SAFETY SOLUTIONS

Authorised Signatory