

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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Shree Ram Enterprises.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	08.05.23	PO/WO No.	20230508001	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	303	12.05.23	386-00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				386-00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230515065		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:				386-00	
Amount E – PO / WO value:				386-00	
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		01.03.24.			
Remarks: find bill.					
Approved by	Purchase Officer	Purchase Manager	M D	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 weightment 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

20230508001

PO no.:		PO date:	08.05.23	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	20230515065						
☐ 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:	SHIVANI	Sign:	<i>[Signature]</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: Bill Not Received							
Prepared by:	Praveen Raju.	Sign:	<i>[Signature]</i>	Date:	20/02/24.		
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.	303	12.05.23	386-00	20230515065.			
2.							
3.							
4.							
5.							
Remarks: Need MD's approval to do the final process.							
Prepared by:	Ravi	Sign:	<i>[Signature]</i>	Date:	21/2/24.		
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	Innopolis	PO Num	20230508001
Supplier Name	Shree Ram Enterprises	PO Date	08 May 2023
MRN Num	20230515065	MRN Date	15 May 2023
Vehicle Num	TS10UB8387	Received By	Roja

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	PLUM4959-Plumbing-PVC FAPT-- 63mm-Nos.	15.00	15.00	0.00	59.00	63%	18%	0%	9%	9%	386

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		15 May 2023 04:26:49 pm
2	Purc-Data Entry Operator	Sai Shivani		15 May 2023 05:49:29 pm
3	Admin - Audit	Maresh Kumar M	System Generated MRN Has Been Approved	18 May 2023 11:51:05 am