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

Date:	26/02/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Sathyavarapu Hardware.			HO inward no.	
Firm/Company	MPPL	Project	MPL	HO received date	
~~PO/WO date~~	19.10.23	~~PO/WO No.~~	20231019017.	~~Scan ID~~:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1017	01.11.23	8467-00	✓ □ Yes □ No
2.				~~□ Yes □ No~~
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8467-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	20231102032	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:	8467-00
Amount E – PO / WO value:	8467-00
~~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 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

20231019017

PO no.:		PO date:	19.10.23	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	20231102032	
□ 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:	Sign:	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.	1017	01/11/23	8467-50	20231102032
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to get certified True copy.		
Prepared by: Ravi	Sign:	Date: 10.2.24

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

GSTIN:36BCBPS4784B1ZJ PAN: BCBPS4784B

Sathyavarapu Hardwares

Dealers in : Kitchen Accessories & Exclusive Hardware

2-3-576/2/2/A, Minister Road, Nallagutta, Secunderabad.

✆ : 040-66610337 ☎: 98853 16000, ✉: sathyavarapu_ravi@yahoo.com

TAX INVOICE-CASH/CREDIT

☐ Original for Receipt
☐ Duplicate for Transporter
☐ Triplicate for Supplier

Invoice No. 1017 [redacted] 23-24
Invoice Date : 01/11/2023
State : Telangana State Code36

Transportation Mode: LR No:
Vehicle Number: No. of Cases:
P.O. Number: 2023101401? Place of Supply:

DETAILS OF CONSIGNEE: BILLED TO	DETAILS OF RECEIVER: SHIPPED TO
NAME: MODI Properties pvt ltd.	NAME: 2023101401?
Address: 3rd floor, MGM..., Bldg	Address: Mayflower Pratani
GSTIN: 36AAECM4701E2ZN	GSTIN:
State: Telangana State Code: 36	State: State Code:

S. No.	HSN/SAC Code	Description of Goods	Qty.	UoM	Rate	Disc %	GST %	Taxable Amount (Rs.)
1	8302	Door closer Steel wall	7	No	1025/-		18	7175.00
2								
3								
4								
5								
6								
7								
8								
9								
10								
11		c 84677						
12								
13								
14								

Received By
M.Shekar
9000978917

INWARD
Inward No: 21827 Dt: 7/11/23
MRN No: Dt:
Received By: Sign:
MODI PROPERTIES PVT. LTD. SY.No. 82/...

HSN Code	Taxable Amount	GST%	CGST	SGST	IGST	Transport / If any	
						Total Amount before Tax	7175.00
						Add. CGST 9%	646.00
						Add: SGST 9%	646.00
						Add: IGST	
						GRAND TOTAL	8467.00

"TRUE COPY"

Amount in words: Eight thy four hund & sixty seven only.

* Goods once sold will not be taken back
Subject to Secunderabad Jurisdiction E&O.E.

For **Sathyavarapu Hardwares**

Authorised Signatory

We Bank with:
HDFC BANK,
Paradise Branch, Secunderabad
Current Account: 00422000029168
RTGS/IFSC Code : HDFC0000042

M.Shekar 9000978917
Receiver's Signature with Stamp

MRN Report

Project Name	Mayflower Platinum	PO Num	20231019017
Supplier Name	Sathyavarapu Hardwares	PO Date	19 Oct 2023
MRN Num	20231102032	MRN Date	02 Nov 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	HARD6505-Hardware-Door closer---Nos.	7.00	7.00	0.00	1,025.00	0%	18%	0%	9%	9%	8,467

Sno	Role	User	Remarks	Date And Time
1	Security guard	Mpl.mppl		02 Nov 2023 04:34:47 pm
2	Const-Data Entry Operator	Subash	full material received	06 Nov 2023 05:38:29 pm
3	Admin - Audit	Narendar Reddy. N	System Generated MRN Has Been Approved	08 Nov 2023 12:00:46 pm