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

Date:	07.03.24	Prepared by	V. RAVI	Serial no.	
Supplier name	RITA SEEDS.			HO inward no.	
Firm/Company	MPPL	Project	NPL	HO received date	
PO/WO date	15.03.22	PO/WO No.	86425	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	829	21.03.22	9800-00	✓□ Yes □ No
2.				□ Yes □ No
3.			/	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	9800-00
Proof of delivery by way of: ✓□ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105130	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:	9800-00
Amount E – PO / WO value:	9800-00
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	10.03.24.
Remarks: find bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		Rl.			
Date		07/2/24			
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

PO no.:	86425	PO date:	05/3/22	Req. no.:	178429	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	105130	
□ 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: Full material received.		

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: N.D	Sign: N.	Date: 6/3/24.

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: [illegible]	Sign: [illegible]	Date: 6/3/23

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.	829	21.03.22	9800-00	105130
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed True copy.

Prepared by: Ravi	Sign: [illegible]	Date: 06/03/24

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
06 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

1697706353_Form for PO closure manual 19-1023 ver6 (3)

GENERAL MATERIAL INWARD REGISTER

Inward No.	Date	Time	Supplier	Item Category	Item Desc.	Item Size	Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
18936	19/03/22	14:10	Summit Sales	① RP Isolator			10	NOS	19381	86406	TS10UB 3122	Shekhar	Omny	
18937	"	"	— do —	① Concealed Stop Cock		3/4	05	NOS	19387	85287	TS10UB 3122	Shekhar	Omnyi	[illegible]
18938	19/03/22	14:40	Liberty21 UPVC Doors & windows	① UPVC Sliding Door with mesh			05	NOS	432	84540 84538	TS10UB 2687	Pandey	Omnyi	
18939	21.03.22	9:50	Purnima mosaic Tiles	① Grey Hexagon Paver 60mm Black			1250	NOS	1230	86411	TS12UC 3212	Pandey	Omnyi	[illegible]
18940	21/03/22	14:10	Summit Sales	① PVC Single Socket Pipe 10ft ② PVC Double Socket Pipe 3N			15 15	NOS NOS	12299	86126	TS10UB 3122	Shekhar	Omnyi	
18941	"	"	— do. —	① Aabtechline Jesko		600x200	70	Box	4608	86427	AP16Y 4269	Ramu	Omnyi	
18942	"	"	— do —	① — do —		600x200mm	22	Box	4606	86421	— do —	— do —	— do —	
18943	"	"	JAI MATHAJI TRADERS	① C. cuddhar ② 5x110 H.Bud			25 04	NOS /	←	—	By Bique	Vijay	Omnyi	[illegible]
18944	"	"	Rita Seeds Store	① Plum Cake ② cowpot ③ Neem Cake			04 20 02	NOS Bags NOS	829	86425 128429	TS10UB 3122	Shekhar	Omny	
18945	22/03/22	"	Purnima mosaic Tiles	① Grey Hexagon Paver 6mm			1250	NOS	1222	86411	TS12UC 3212	Pandey	Omny	
18946	22/03/22	"	— do —	① — do —		— do	1250	NOS	1221	86411	— do —	— do —	— do —	[illegible]

DUPLICATE **BILL**

Ph : 65168470
23222835

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS, INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL, IMPLEMENTS ETC.

3-6-295/4, Hyderguda, Hyderabad - 29.

No. 829 Date 21-03-2022.

M/s. Modi properties pl Ltd.
Sc-bad. PO no 864251/178428

S. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	plant cutti	4 n	600/-	2400	-00
2.	Compost	30 nos	200/-	6000	-00
3.	Neem cake	2 nos	700/-	1400	-00
			TOTAL	9800	-00

"TRUE COPY"

TIN No. :
CST No.
Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction

For RITA SEEDS STORE

Signature

Purchase Order

 06-03-2024 16:34:02 Original / Office Copy / Purchase Div.Copy

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Rita Seeds	**Doc No**	86425	178429
Basheerbagh, Secunderabad.	**Doc Date**	15-03-2022	
	Quote No	Nil	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	15-03-2022	
23222835,65168470 9949015953	**SupplyType**	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9552 - Tools - Plant cutter - NA - nos *Head cutter*	4.00	600.00	0.00	0.00	2,400.00
2	3145 - Chemicals - Vermicompost - 25 Kgs - bags *20kg*	30.00	200.00	0.00	0.00	6,000.00
3	3121 - Chemicals - Neem care powder - NA - kgs *40kg*	2.00	700.00	0.00	0.00	1,400.00
					Total Order Value . . .	**9,800.00**

Rupees : Nine Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location May Flower Platinum
Sy 82/1, Mallapur, Nacharam.
Phone. 7680971999

Penality For Delay Nil

Transportation Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications, Above order for Tot-lot plantation work & maintentance purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For ***Modi Properties Pvt.Ltd.***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : ____________________

Name : ____________________

Date : __/__/____