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	VISTA	Project	VISTA	HO received date	
PO/WO date	24.02.22	PO/WO No.	85871	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	821	04.03.22	24,000-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,000-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 103853	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:	24,000-00
Amount E – PO / WO value:	24,000-00
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: final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		07.03.24			
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.:	85871	PO date:	24-02-2024	Req. no.:	180920	Advice Scan ID	
Barcoded PO available	☐ Y/☑ N	Invoice original available	☐Y/☑N available	✓☐Copy	POD available	✓☐Y/☐ N	

Data required from site/engineers:

MRN nos. related to PO	103853

☐ 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 at site.

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: V.Sanketh	Sign:	Date: 06-03-2024

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: Rajendra	Sign:	Date: 6/3/24

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.	821	04.03.2022	24,000-00	103853
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed certified true copy.

Prepared by: Ravi	Sign:	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

GSTIN : 36AKAPK8182D1Z8 TAX INVOICE ☎ : 23222835
: 66778470

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 (T.S.) INDIA

No. 821 Date 4/3/2022

M/s. Vista Homes

Secbad - DOCan 85871/180920 dl 24/3/22

Sl. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Bilen	204	1200/-	24000	00
			TOTAL	24000	00

INWARD
Bill No: 2615 Dt: 21/05/2022
GRN No: 103853 Dt: 05/03/22
Received By: Sign:
Vista Homes

8977659310

Goods once sold will not be taken back or exchanged
Subject to Hyderabad Jurisdiction.

For RITA SEEDS STORE

Signature

Purchase Order

 06-03-2024 17:29:53 Original / Office Copy / Purchase Div.Copy

From Company : **Vista Homes**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AAGFV2068P1ZJ

Supplier Details			
Rita Seeds Basheerbagh, Secunderabad.	**Doc No**	85871	180920
	Doc Date	24-02-2022	
	Quote No	NIL	
GSTIN 36AKAPK8182D1Z8	**Quote Date**	24-02-2022	
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	3103 - Chemicals - Blitex - NA - kgs *Gel small pkts (1kg)*	20.00	1,200.00	0.00	0.00	24,000.00
					Total Order Value . . .	**24,000.00**
Rupees : Twenty Four Thousand 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	Vista Homes Sy. No. 193, Kapra, Hyd. From ECIL take left in lane opposite MRR school Phone. Contact: Mr. Khader - 7893844733
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 plantation near E-Block 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 ***Vista Homes***

Authorised Signatory

Name : _____

Accepted the above Terms And Conditions

For ***Rita Seeds***

Name : _____

Date : __/__/____

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. 821 Date : 04/03/2022

M/s. Vista Homes

See-load PO No 85871/180920 dt 24/2/22

S. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Blitzi	2 Qty	12000	24000	00
			TOTAL	24000	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