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	MHRKLIP	Project	G.H.P	HO received date	
PO/WO date	04.02.22	PO/WO No.	85186.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	806	08.02.22	6750-00	✓☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			6750-00
Proof of delivery by way of: ✓☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	103418.	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:			6750-00
Amount E – PO / WO value:			8000-00
Amount F – Difference (A – E):			1250-00
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:		[signature]			
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.

Sc ID :- 183605

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	85186	PO date:	04/02/22	Req. no.:	141168	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	103418 dtd - 08/02/22

□ 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:	D. Devi	Sign:	D. Devi	Date:	28/02/24.

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:	Sign:	Date:

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	S. Nymathu	Sign:	S. Nymathu	Date:	28/02/2024

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.				
2.				
3.				
4.				
5.				

Remarks: Need MD's approval to get certified true copy.

Prepared by: Ravi	Sign:	Date: 02.03.24.

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
- 4 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

Page(s) 1 Of 1 28-02-2024 14:46:24

Purchase Order

Original / Office Copy / Purchase Dir.Copy

From Company : **Mehta & Modi Realty Kowkur LLP**
5-4-187/3&4, II nd floor, MG Road, Soham Mansion, Secunderabad-500003
G S T No. : 36ABLFM7631F1Z3

Supplier Details			
Rita Seeds Basheerbagh, Secunderabad.	**Doc No**	85186	141168
	Doc Date	04-02-2022	
GSTIN 36AKAPK8182D1Z8	**Quote No**	NIL	
23222835,65168470 9949015953	**Quote Date**	03-02-2022	
	SupplyType	Supply	

Kind Attn : Mr. Suresh

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3167 - Chemicals - Vermicompost - NA - bags *20kgs*	15.00	250.00	0.00	0.00	3,750.00
2	3121 - Chemicals - Neem care powder - NA - kgs *40kgs*	2.00	700.00	0.00	0.00	1,400.00
3	3144 - Chemicals - D.A.P - NA - Kgs *20kgs*	1.00	1,600.00	0.00	0.00	1,600.00
4	3142 - Chemicals - Urea - NA - kgs *25kgs*	1.00	1,250.00	0.00	0.00	1,250.00
				Total Order Value . . .		**8,000.00**

Rupees : Eight Thousand Only.

Terms and Conditions :-

Specification /	As per details given in the quotation
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Greenwood Heights Sy no: 196, Kowkur. Phone 040-66335551
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 GHT site plantation purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Invd - 12076
dtd - 08/02/22.

For *Mehta & Modi Realty Kowkur LLP*
Authorised Signatory

Accepted the above Terms And Conditions
For *Rita Seeds*

Name : ____________ 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. 806 Date : 8/2/2022.

M/s. Mehta & modi properties Reality
Secbad PO No 85186/141168 dt 4/2/22

S. No.	PARTICULARS	Qty.	Rate	Amount Rs.	Ps.
1.	Neem compost	15 bags	250/-	3750	00
2.	Alum soil	2 bags	700/-	1400	00
3.	Transport			1600	00
			TOTAL	6750	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