

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

Date: 29.03.24		Prepared by: V. RAVI		Serial no.	
Supplier name: ACME Concrete Mixers Pvt Ltd.		Project: Innopolis		HO inward no.	
Firm/Company: G.V.R.C		PO/WO No. NA.		HO received date	
PO/WO date: Mail Request				Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	S-86	23.08.22	2950.-	☒ Yes ☐ No
2.	T-174	23.08.22	22,715.-	☒ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 25,665.-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	Proof of delivery matches MRN	☐ Yes ☐ No
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 25,665.-

Amount E – PO / WO value: 25,665.-

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: 100% advance paid.

Remarks: On mail request work done.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29-03-24			
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.

(Mail Request)

Form for closure of purchase order

PO no.:	NA	PO date:	07.07.2022	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							
☐ 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: Material received 1/2 lift erection complete.							
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: S. Naganani		Sign: Naganani		Date: 02/03/24.			
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 100%.		Amount paid: 23,915 - 00		Date of payment: 19.08.22.			
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.							
2.							
3.							
Remarks by Accountants: Advance Paid 23,915, bills not received.							
Prepared by:		Sign: P. S. Reddy		Date: 08.03.24			
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.	S-86	23.08.22	2950-00				
2.	P-174	23.08.22	22,715-00				
3.							
Remarks: Need MD's Approval for enclosed certified True copies.*							
Prepared by: Ravi		Sign: [Signature]		Date: 08.03.24, 26/03/24			
Advice by MD - action to be taken.							
☐ Get certified bill from supplier (not original).				☐ Prepare bill in SLLP 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:			

* After supplier reconciliation the enclosed certified True copies to be taken in to account.

26/3/24.



Compose

Archive Move Delete Spam



Inbox

4.9K

Unread

Starred

Drafts

296

Sent

Archive

Spam

Trash

^ Less

Views

Hide

Photos

Documents

Subscriptions

Receipts

Credits

Travel

Folders

Show

Fw: Reg- ACME lift installation

Yahoo Mail/Inbox ☆



Prabhakar P

From:

prabhakar@modiproperties.com

To: Ravi Vanam Audit



Fri, Mar 8 at 1:23 PM ☆

Regards,

P Prabhakar

Sr.Manager Purchase | +91 95022 77299 | prabhakar@modiproperties.comModi Properties Pvt. Ltd. | www.modiproperties.com
5-4-187/3 & 4, M G Road, Secunderabad –

03 | +91 40 66335551

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— Forwarded Message —

From: Prabhakar P <prabhakar@modiproperties.com>

To: Purchase . <purchase@modiproperties.com>; nagamani.s .
<nagamani.s@modiproperties.com>; salman .
<salman@modiproperties.com>Cc: Soham Modi <sohammodi@modiproperties.com>; Madhu T.
<madhu@modiproperties.com>

Sent: Thursday, July 7, 2022 at 03:41:33 PM GMT+5:30

Subject: Re: Reg- ACME lift installation

Salman,

The supplier is not accepting to decrease the prices in spite of hard negotiation Rs. 1750 has reduced on the material, you may go ahead and start the process.

Regards,

P Prabhakar

Sr.Manager Purchase | +91 95022 77299 | prabhakar@modiproperties.comModi Properties Pvt. Ltd. | www.modiproperties.com

5-4-187/3 & 4, M G Road, Secunderabad –



Prabhakar Purchase Q

prabhakar@modiproperties.com

+91 95022 77299

+ Add to contacts

AD

M/S.GV RESEARCH CENTERS PRIVATE LIMITED

5-4-187/3 & 4, IInd Floor,

M.G Road, Secunderabad - 500003

Telangana, 500003

Site Address

M/S.GV RESEARCH CENTERS PRIVATE LIMITED

Genome Valley

Turakapally

Telangana

Kind Attn: - Mr. Salman - 8884143372

GSTIN: 36AAHCG4562D1ZP



ACME CONCRETE MIXERS PVT. LTD.

Plot No. 16, Road No. 15, IDA Nacharam, Hyderabad - 500 076. (T.S)

Phone : 040 - 23304824/5 Fax : 040 - 23304825

Marketing : 0924 658 4825 / 0924 636 5055

E-mail : acmemachines@gmail.com

Website : www.acmemixers.com

GSTIN No. : 36AAHCA5975A1ZQ

SERVICE BILL

Bill No. S-86

Date : 23.08.2022

Your Order Ref.

Sl. No.	DESCRIPTION	Qty. No.	Unit Charge Rs. Ps.	Amount Rs. Ps.
1	Repairing Charges for Tower Hoist (HSN Code: 998719)	1	2,500.00	2,500.00
	SGST @ 9 %			225.00
	CGST @ 9 %			225.00

"TRUE COPY"

RUPEES : Two Thousand Nine Hundred and Fifty only

GROSS AMOUNT :

2,950.00

Customers Signature

for **ACME CONCRETE MIXERS PVT. LTD.**

Authorised Signatory

ACME CONCRETE MIXERS PVT. LTD.

Head Office: 11-4-624/2, Flat No. 101, Mirza Sayeeda Plaza, Opp SBI, Income Tax Tower Lane,
A-2, Guards, Hyderabad - 500 004, Telangana, India.
Sales : +91-924 658 4825 / +91-924 636 5055, Land : +91-40-2330 4824 / 5
Email: acmemachines@gmail.com ; Web: www.acmemixers.com, www.acmemixerhoist.com
Godown: 5-46/1, Ashiana Farms, Near Bhaskar Medical College, Moinabad Mandal,
R.R. Dist., Telangana - 500075.



GSTIN: 36AAHCA5975A1ZQ

TAX INVOICE

INVOICE NO.	T-174	DATE	23.08.2022	Your P.O No.	
Billing Address: M/S. GV RESEARCH CENTERS PRIVATE LIMITED 5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003 Telangana. GSTIN: 36AAHCG4562D1ZP		Delivery Address: M/S.GV RESEARCH CENTERS PRIVATE LIMITED Genome Valley Turakapally Telangana Kind Attn: Mr. Salman - 8884143372			
S. NO.	DESCRIPTION	QTY	UNIT RATE(Rs.)	AMOUNT(Rs.)	
1	SPARES FOR TOWER HOIST Anchor Bracket Flat (HSN Code: 84251920)	7	2,750.00	19,250.00	
				SGST@ 9 %	
				CGST@ 9 %	
				1,732.50	
				1,732.50	
RUPEES: Twenty Two Thousand Seven Hundred and Fifteen Only			GROSS AMOUNT(Rs.)		22,715.00

Our responsibility ceases when the goods leave our godown, complaints if any must be made within 24 hrs of receipt of goods.
Received the goods in good condition.

for ACME CONCRETE MIXERS PVT. LTD.

Customer's Signature

Authorised Signatory

