

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

Date: <u>05/4/24</u>		Prepared by: <u>V. RAVI</u>		Serial no.	
Supplier name: <u>ACE SOLUTIONS.</u>				HO inward no.	
Firm/Company: <u>NPPL</u>		Project: <u>NPL</u>		HO received date	
PO/WO date: <u>06.06.23</u>		PO/WO No.: <u>20230606047</u>		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>ACE/23-24/103</u>	<u>05.08.23</u>	<u>21,358-00</u>	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):		<u>21,358-00</u>
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report		
MRN nos.: <u>20240403020</u>	Proof of delivery matches MRN	☒ Yes ☐ No

Amount B –Other Credits : Transportation charges	<u>-</u>
Amount C –Other Debits :	<u>-</u>
Amount D (D=A+B-C) – Amount to be credited to the supplier:	<u>21,358-00</u>
Amount E – PO / WO value:	<u>21,358-00</u>
Amount F – Difference (A – E):	<u>NIL</u>

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	<u>100% Advance Paid.</u>

Remarks: <u>find bill & close this PO.</u>					
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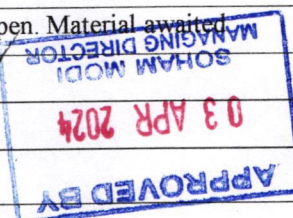
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		<u>V. RAVI</u>			
Sign:		<u>[Signature]</u>			
Date		<u>05/04/24</u>			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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

2023060647

PO no.:		PO date:	06.06.23	Req. no.:		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							
☐ 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 linked at plot no. 280.							
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: Manakshi.n		Sign: [Signature]		Date: 03/04/2024.			
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: 21358/-		Date of payment: 4/6/2023			
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: [Signature]		Sign: [Signature]		Date: 3/4/2024.			
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.	ACE/23-24/103	05.08.2023	21,358-00	20240403020			
2.							
3.							
4.							
5.							
Remarks: Need MD's Approval to get certified true copy.							
Prepared by: Ravi		Sign: [Signature]		Date: 03.04.24			
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:			



From Company:	Modi Properties Pvt. Ltd. 5-4-187/3&4, IInd Floor, Soham Mansion M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36AABCM4761E1ZM	Delivery Location: Plot No 280 Plot No. 280 Hyderabad Hyderabad, Telangana, 500033
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Supplier Details									
Ace Solutions Plot no 12 Akbar Road Center Point, Boinpally Secunderabad, TG, 500011 GSTIN:36AYLPR3238E1Z9 9393934849									
PO No		20230606047		Quote No		2324/096			
PO Date		06 Jun 2023		Quote Date		06 Jun 2023			
Supply Type		Purchase Order		Requisition Num		20230606031			

Terms and Conditions:-

Additional Specifications

Brand is True frost, Single door visi cooler, capacity 100 liters, colour Off white, 'LIFT SIDE DOOR OPENING'

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Within 7 days of PO

Delivery Location :

As given above.

Transport:

By Purchaser

Advance Paid :

Rs. 21,358-00 by RTGS/NEFT

Payment Terms :

100% Advance payment

Bill submission:

Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.

Other Terms:

We reserve the rights to reject the items if as per the specifications

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.

ACE SOLUTIONS

Plot No:12,Ground Floor,BHEL Enclave
Near Center Point,Bowenpally, Secunderabad
HYDERABAD Telangana 500011,India.
GSTIN 36AYLPR3238E1Z9
Mobile: 9393934849

TAX INVOICEInvoice No # **ACE/23-24/103**

Invoice Date	: 05/08/2023	Place Of Supply	: Telangana (36)
Terms	: Due on Receipt		
Due Date	: 05/08/2023		

Bill To	Ship To
MODI PROPERTIES PRIVATE LIMITED 5-4-187/3 AND 4, 2ND FLOOR, SOHAM MANSION, M.G ROAD, SECUNDERABAD, Rangareddy, Telangana- 500003 GSTIN 36AABCM4761E1ZM	Mr. Soham Modi Plot No. 280, Road No.25, Opp. Spicy Venue Restaurant, Jubille Hills, Hyderabad, Telangana - 500037 GSTIN 36AABCM4761E1ZM

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	 VC 100 (New) Trufrost Single Door Visi Cooler	84185000	1.00 Nos	18,100.00	18,100.00

Total In Words Indian Rupee Twenty-One Thousand Three Hundred Fifty-Eight Only Bank Details: Name: ACE SOLUTIONS A/C No: 50200056051213 Bank : HDFC Bank Branch: Diamond Point IFSC Code : HDFC0004096 Current Account	Sub Total 18,100.00 SGST9 (9%) 1,629.00 CGST9 (9%) 1,629.00 Total 21,358.00
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Notes Thanks for your business. Terms & Conditions 1.Goods once sold will not be taken back or exchanged under any reason. 2.We strictly recommend the usage of Stabilizer. 3.12 Months Warranty and it doesn't include for Glass doors,Jars, lights, Handles & plastic items
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Receiver Signature

Authorized Signature

"TRUE COPY"