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

Date:	05.04.24	Prepared by	V. RAVI	Serial no.	
Supplier name	ACE SOLUTIONS			HO inward no.	
Firm/Company	MPPL	Project	NPL	HO received date	
PO/WO date	18.11.22	PO/WO No.	9423	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	ACE/22-23/138	29.11.22	22,868-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	22,868-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118554	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:	–
Amount E – PO / WO value:	22,868-00
Amount F – Difference (A – E):	22,868-00
	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:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		05/4/24.			
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.:	94123	PO date:	18.11.2022	Req. no.:	170455	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	118554	
☐ 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 PBT 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: N. Meenakshi	Sign:	Date: 03/04/24.

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: 22868/-	Date of payment: 19/11/2022

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:	Sign:	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.	ACC/22-23/138	29.11.22	22,868-00	118554
2.				
3.				
4.				
5.				

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

Prepared by: Ravi	Sign:	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:	

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR
03 APR 2024

Purchase Order

 03-04-2024 15:35:36 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			
ACE SOLUTIONS Plot no 12, Akbar Road, Near: Center Point, Bowenpally, Secunderabad-500011	**Doc No**	94123	170455
	Doc Date	18-11-2022	
	Quote No	Nil	
GSTIN 36AYLPR3238E1Z9	**Quote Date**	18-11-2022	
9393934849 9393934849	**SupplyType**	Supply	

Kind Attn : Rajashekar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5160 - Equipment - machinery - Bottle Cooler - NA - nos *100 Liters*	1.00	20,400.00	5.00	18.00	22,868.40
					Total Order Value . . .	**22,868.40**

Rupees : Twenty Two Thousand Eight Hundred Sixty Eight and Paise Fourty Only.

Terms and Conditions :-

Specification /	Brand is TRUEFROST single door Visi cooler, capacity is 100 Liters, colour Off white, LEFT SIDE DOOR OPENING.
Payment Terms	100% Advance payment
Tax	GST included in the above prices
Delivery Date	With in 7 days
Delivery Location	Mr.Soham Modi Plot No.280, Road No.25, Road Opposite Spicy Venue Restaurant, Jubilee Hills, Hyd - 37 Phone. 040-23545772
Penality For Delay	Nil
Transportation	Nil
Warranty	One year warranty
Advance Paid	Rs. 22,868-00 by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account, above order is for MDsir residence 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 ***ACE SOLUTIONS***

Name : ______________________ Name : ______________________ Date : __/__/____

ACE SOLUTIONS

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

TAX INVOICE

Invoice No # **ACE/22-23/138**

Invoice Date	**: 29/11/2022**	Place Of Supply	**: Telangana (36)**
Terms	**: Due on Receipt**		
Due Date	**: 29/11/2022**		

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	19,380.00	19,380.00

Total In Words
Indian Rupee Twenty-Two Thousand Eight Hundred Sixty-Eight Only

Bank Details:
Name: ACE SOLUTIONS
A/C No: 50200056051213
Bank : HDFC Bank
Branch: Diamond Point
IFSC Code : HDFC0004096
Current Account

Sub Total	19,380.00
SGST9 (9%)	1,744.20
CGST9 (9%)	1,744.20
Rounding	-0.40
Total	**22,868.00**

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

Receiver Signature

"TRUE COPY"

Authorized Signature