

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: MPP		Project: MPL		HO received date	
PO/WO date: 18.11.22		PO/WO No.: 94123		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

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
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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: 22,868-00

Amount E – PO / WO value: 22,868-00

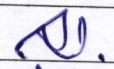
Amount F – Difference (A – E): NIL

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: 100% Advance paid.

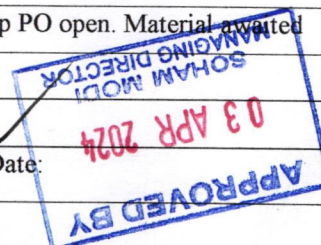
Remarks: find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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 available ☐ Y/ ☒ N	original ☐ Y/ ☒ N	Copy available ☐ Y/ ☒ N	
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. Anandani	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.		
☐ Advance paid against this PO		☐ All bills received 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.	ACE 129-23/138	29.11.22	22,868 - 00	118554
2.				
3.				
4.				
5.				
Remarks: Need MD's approval to go 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 SLLP for material supplied.		
☐ Thereafter, prepare advice for credit to supplier and send to Soham for processing.				
☐ Close PO		☐ Keep PO open. Material required		
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham		Sign:	Date: 03 APR 2024	



Purchase Order

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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 GSTIN 36AYLPR3238E1Z9 9393934849 9393934849	Doc No	94123	170455
	Doc Date	18-11-2022	
	Quote No	Nil	
	Quote Date	18-11-2022	
	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
Penalty 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 INVOICEInvoice No # **ACE/22-23/138**

Invoice Date : **29/11/2022**
Terms : **Due on Receipt**
Due Date : **29/11/2022**

Place Of Supply : **Telangana (36)****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) Trufoor 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

Authorized Signature

"TRUE COPY"