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

Date:	02/07/2024	Prepared by	N. Narendar	Serial no.	
Supplier name	SOLAR EARTH MOVERS.			HO inward no.	
Firm/Company	Crescentia Labs	Project	Gv one	HO received date	
PO/WO date	08-01-2024	PO/WO No.	20240108030	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2024/47/1	10/06/2024	53,100-00	☑ Yes □ No
2.	|	|	|	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A = Bills total (Excluding Transport & Hamali Charges):	
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

Amount B –Other Credits : Transportation charges	
Amount C –Other Debits :	
Amount D (D=A+B-C) – Amount to be credited to the supplier:	53,100-00
Amount E – PO / WO value:	1,77,000-00
Amount F – Difference (A – E):	1,23,900-00
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	
Remarks:	Final bill, MRN close part bill need approval for Manual AY.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N. Narendar Reddy			
Sign:		[signature]			
Date		02/07/2024			
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.

APPROVED BY
02 JUL 2024
SOHAM MODI

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

PO no.:	2024010803 0	PO date:	08-01-2024	Req. no.:	202401080 14	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:30 days of work completed.

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:	Sign:	Date: 01/7/2024

...VED BY
2024
S.V. Subba Reddy
...ect Manager

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.	2024/41	03/05/24	1,23,900/-	Received
2.	2024/47	10/06/24	53,100/-	Not Received
3.				
4.				

Remarks by Accountants: Bill not Received for 53,100/-

Prepared by: K. Swathi	Sign: Swathi	Date: 02/07/24

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.	2024/41	03/05/24	1,23,900	2024051806
2.	2024/47/1	10/06/24	53,100	"
3.				
4.				
5.				

Remarks: 30 days work done at site, 2 bills raised 1 for 21 days 1 for 9 days

Prepared by: ~~Ravi~~ NARENDAR	Sign:	Date:

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:

Proprietor :Mohd. Khaled, 99892 29444

Tel : 040-40189444
Mob: 9391229444

SOLAR EARTH MOVERS

1-59/37/44,Rajaram Colony,Miyapur,Madinaguda,Serlingampally
GST No: 36AUHPK1829J1ZG
Email : solarearthmovers@gmail.com

Date:10/06/2024

***RENTAL* Bill No. 2024/47/1**

PO No :20240108030

Customer Name and Address **M/s Crescentia Labs Pvt Ltd,** Plot No 15-B,MN Park,Phase-1, Sy No.230 to 243,Turkapally Vill, Shameerpet Madal,Medchal Malkajigiri (D)-500078. GST No. 36AADCB2608M1Z0				Customer Name and Address **M/s Crescentia Labs Pvt Ltd,** Plot No 15-B,MN Park,Phase-1, Sy No.230 to 243,Turkapally Vill, Shameerpet Madal,Medchal Malkajigiri (D)-500078. GST No. 36AADCB2608M1Z0	
Sl.No.	Description	Quantity		Rate	Amount
1	8280-Equipment-HIRE-Charges- (PO No:20240108030) Monthly Tower Crane mtrs 50 jip 30 hight Hire Charges date 31-04-2024 to 09-05-2024	9 Days 1		45,000	45,000
	Total				45,000
	GST 18 %				8.100
	Grand Total				53.100

(Rupees Fifty Three Thousand One Hundred Rupees only)

For Solar Earth Movers

Signature

Advice For Credit To Supplier

Date	02/07/24 12:23:34 PM	Prepared By	Narendar Reddy. N
Supplier Name	Solar Earth Movers	Advice Num	20240509009
Company Name	Crescentia Labs Pvt Ltd	Project Name	GV One
PO/WO date	08 Jan 2024	PO/WO No.	20240108030
PO Amount	1,77,000	Proof Of Delivery By Way Of.	DCs/bill

Supplier Bill Details

Invoice Num	Invoice Date	Invoice Material Amount	Invoice Other Amount	Remarks	Supplier Invoice Doc	Created By	Creation Date
2024/41	03 May 2024	1,23,900	0	part bill	191109_crescentia_gv1_Pur_2024-05-09.pdf	Sujatha	09 May 2024

Billing Items Details

SNo	Item Name	MRN Qty	Invoiced Qty	Rate	Discount	GST	SGST	CGST	IGST	Tax Amount	Amount
1	EQPT2336-Equipment-Hire Charges---Nos.	0.00	1.00	1,50,000	0%	18%	9%	9%	0%	27,000	1,77,000
										Total Amount	1,77,000

Other Details

Sum Of Invoice Other Amount	0
Sum Of Invoice Material Amount	1,23,900
Other Credits	0
Other Debits	0
Amount To Be Credited To Supplier	1,23,900
Quantity Recieved As Per PO/WO Value	Yes
Is PO Rate = Bill Rate	Yes
Close PO/WO	No

Remarks	PART BILL
Voucher No	PUR/MAR/10184/23-24
Voucher Date	28 May 2024

DC And MRN Details

DC No	DC Date	MRN No	Vehicle No	Inward No	Proof of delivery matches MRN
41	18 May 2024	20240518006	Ts08UE9193	4232	No

Transaction Log

Sno	Role	User	Remarks	Date And Time
1	Accts-Accountant	Sujatha	PART BILL	09 May 2024 12:48:27 pm
2	Purc-Mgr	Venkateshwarlu	PART BILL	10 May 2024 10:30:32 am
3	Purc-Mgr	Venkateshwarlu	Rejected Remarks at : PO are not open	15 May 2024 04:32:09 pm
4	Purc-Mgr	Venkateshwarlu	PART BILL	15 May 2024 04:46:34 pm
5	Purc-Mgr	Minish Parikh	System Genereted: Advice For Credit Has Been Approved at Purchase Manager Approval	20 May 2024 10:38:03 am
6	Admin - Audit	Narendar Reddy. N	System Genereted: Advice For Credit Has Been Approved at Audit Manager Approval	21 May 2024 02:14:37 pm
7	Admin - Audit	Narendar Reddy. N	System Genereted: Auto Approved MD Approval,	21 May 2024 02:14:37 pm
8	Accts-Mgr	Jayaprakash	System Genereted: Advice For Credit Has Been Approved at Accounts Manager Approval	25 May 2024 11:05:56 am
9	Accts-Accountant	Swathi K	System Genereted: Advice For Credit Has Been Approved at Accountant Approval	30 May 2024 03:07:13 pm

Proprietor :Mohd. Khaled, 99892 29444

Tel : 040-40189444
Mob: 9391229444

SOLAR EARTH MOVERS

1-59/37/44,Rajaram Colony,Miyapur,Madinaguda,Serlingampally
GST No: 36AUHPK1829J1ZG
Email : solarearthmovers@gmail.com

Date:03/05/2024

***RENTAL* Bill No. 2024/41**

PO NO- 20240108030

Customer Name and Address		Customer Name and Address
M/s Crescentia Labs Private Limited Plot no .15-B, MN Park Phase-1, Sy No.230 to 243, Turkapally Vill. Shameerpet Mandal, Medchal Malkajigiri(D), Telangana GST No. 36AADCB2608M1Z0		**M/s Crescentia Labs Private Limited** Plot no .15-B, MN Park Phase-1, Sy No.230 to 243, Turkapally Vill. Shameerpet Mandal, Medchal Malkajigiri(D), Telangana GST No. 36AADCB2608M1Z0

Sl.No.	Description	Quantity		Rate	Amount
1	Equipment-HIRE-Charges- Monthly Tower Crane mtrs 50 jip 30 hight Hire Charges date 09-04-2023 to 30-04-2024	1.	21 DAYS	5000	1.5000
	Total				1.5000
	GST 18 %				18900
	Grand Total				1.23.900

MODI PROPERTIES PVT. LTD. INWARD No. 292 Date 2/5/24 SEC'BAD

(One Lakh Twenty Three Thousand Nine Hundred Rupees only)

For Solar Earth Movers

Signature