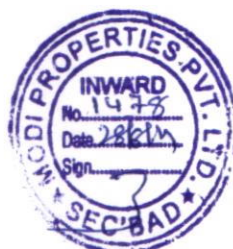


ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date: 28.08.24		Prepared by: V. RAVI		Serial no.	
Supplier name: RITA SEEDS STORE				HO inward no.	
Firm/Company: NPPL		Project: MPL		HO received date	
PO/WO date: 08.02.22		PO/WO No.: 85323		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	004	11.02.22	38,000.00	☒ Yes ☐ No	
2.			1	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				38,000.00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	Radio 60/40		Proof of delivery matches MRN	☐ Yes ☒ No	
Amount B - Other Credits : Transportation charges					
Amount C - Other Debits :				15,200.00	
Amount D (D=A+B-C) - Amount to be credited to the supplier:				22,800.00	
Amount E - PO / WO value:				38,000.00	
Amount F - Difference (A - E):				15,200.00	
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		30.08.22			
Remarks: FY 21-22 POD issue, the same as per MD's instructions we are debiting to 40% to vendor.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		28/08/24			
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 weightment 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.



Form for closure of purchase order - Manual

PO no.: 85323	PO date: 8-02-22	Req. no.: 8377	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO 103756				
☒ 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: Part Material received				
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. Divya	Sign: N. Divya	Date: 6-02-24		
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:		
Date of payment:				
Details of part bill received: Bill not received				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
Remarks by Accountants:				
Prepared by: Sarguthu	Sign: Sarguthu	Date: 6/3/24		
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.				
2.				
3.				
4.				
5.				
Remarks:				
Prepared by: Ravi				
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:				

INWARD REGISTER

Quantity	Units	D.C.No	P.O. No	Vehicle No.	Delivered by	Received by	Engineer's Signature
05	nlo	—	—	By Bike	Vijay nlogam		Zak
01	nlo	—	—	By Bike	Vijay "		
01	nlo	—	—	By Bike	Vijay "		
02	nlo	—	—	By Bike	Vijay nlogam		
05	Kg	—	—	By Bike	Vijay nlogam		Zak
01	Kg	—	—	By Bike	Vijay "		
01	Kg	—	—	By Bike	Vijay "		
01	nlo	—	—	By Bike	Vijay nlogam		
02	nlo	046	83144	TS100B	Pasth nlogam		Zak
01	nlo	—	—	4272			
01	nlo	—	—				
03	nlo	—	—				
01	nlo	—	—				Zak
127	BOX	4325	8486	AP86	Mukesh nlogam		
		—	—	3984			
02	nlo	—	—	By Bike	Vijay "		
01	PKT	—	—	n	n		Zak
10	nlo	—	—	n	n		
40	Sat	—	—	By Bike	Vijay nlogam		
02	nlo	809	85303	TS100B	Shakha "		
04	nlo	—	—	3122			Zak
01	nlo	810	85154	n	n		
02	nlo	1012	85207	TS100B	Shakha nlogam		
		—	—	3122			

DUPLICATE **BILL** ← 004

Ph : 65168470
23222835

RITA SEEDS STORE

DEALERS IN : ALL KINDS OF SEEDS, FERTILIZERS & PESTICIDES OF MAHYCO, RALLIS,
INDOFIL, CIBA, STANES PRODUCTS & AGRICULTURAL, IMPLEMENTS ETC.
3-6-295/4, Hyderguda, Hyderabad - 29.

No.

Date : 11/12/2022

M/s.

Modi properties Pvt Ltd,
Sec - bad.

P.O. No 85322/178377

S. No.	PARTICULARS	Qty.	Rate	Amount	
				Rs.	Ps.
1.	Grain Aman	2H-	1800/-	3600	-00
2.	Bhili	4pk	600/-	2400	-00
3.	Drip/Manure	20kg	1600/-	32000	-00
				38000	-00
TOTAL				38000	-00

"TRUE COPY"

TIN No. :

CST No.

For **RITA SEEDS STORE**

Goods once sold will not be taken back or exchanged.
Subject to Hyderabad Jurisdiction

Signature