

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

Date:	29/11/23	Prepared by	V. RAVI	Serial no.	
Supplier name	RG Infra			HO inward no.	
Firm/Company	GVRG	Project	Ponnopolis	HO received date	
PO/WO date	11.5.23	PO/WO No.	20230511026	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	77	27.05.23	26,600.00	☒ 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:				26,600.00	
Amount E - PO / WO value:				228,000.00	
Amount F - Difference (A - E):				201400.00	
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		10.12.23			
Remarks: find bill & close this Po.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29.11.23			
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.

Form for closure of purchase order

PO no.: 20230511026	PO date: 11.05.23	Req. no.:	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ M/ ☐ N	Invoice original available ☐ 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: Part Mtl 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: Nagamani	Sign: [Signature]	Date: 30.09.23		
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.	76	27-05-23	1,36,800	Yes
2.				
3.				
4.				
Remarks by Accountants: bin not received (bill no-77)				
Prepared by:	Sign: [Signature]	Date: 04-10-23		
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.	77	27-05-23	26,600-00	
2.				
3.				
4.				
5.				
Remarks: Need MD's Approval for enclosed certified true copy.				
Prepared by: Ravi	Sign: [Signature]	Date: 03/11/23.		
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 awaited		
☐ Accounts to be reconciled with supplier. Get supplier's ledger.				
Remarks:				
Approved by: Soham	Sign:	Date:		

APPROVED BY
18 NOV 2023
MANAGING DIRECTOR
SOHAM MOOL

Internal memo no. 903/35/A
Annexure - B
RMC pour report

Company/ firm:	GV Research Center: Pvt Ltd.	Block No.:	4500 ramp footings pcc work
Project:	Imopolis	Flat / Villa no.:	
Supplier:	R6 INFRA	Slab no.:	
Requisition nos.:	20230511004	A. Estimated quantity:	60M3
PO nos.:	20230511026	B. Requisition quantity:	60M3
Sign of Security	Sign of Admin	C. Actual quantity poured	36M3
Nilai	Nyaman	D. Difference (C-A)	24M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Project Manager's signature	Quantity poured	Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduct on for shortfall in Rs.	7 day cube test strength in kN/m2
1	20.05.2023	14:20	15:20	T.MADHU	06m3	1281	14400	14410	-		
2	20.05.2023	11:50	12:50		06m3	1279	14400	14420	-		
3	20.05.2023	11:30	12:30		08m3	1278	19200	19200	-		
4	20.05.2023	09:15	10:15		08m3	1275	19200	19180	20		
5	20.05.2023	09:45	10:40		08m3	1276	19200	19210			
Total:					36m3		86410	86420	20		
Remarks	As per purchase order 60M3 but consumed 36M3 only										

Note: 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weight all vehicles. 6. 6 cubic meters vehicle should have a net weight of 14,110 kgs @ 2,400kgs/m3. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weightment slips + pour reports + test reports + photographs at site.

Annexure - B
RMC pour report

Block No.:	4500 ramp footings pcc works
Flat / Villa no.:	
Slab no.:	
A. Estimated quantity:	60M3
B. Requisition quantity:	60M3
C. Actual quantity poured	07M3
D. Difference (C-A)	53M3

[illegible]

Note: 1. Report to be sent on a daily basis to purchase@modiproperities.co.in and report-qual@modiproperities.co.in. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report can be sent for one PO. 5. Weigh all vehicles. 6. 6 cubic meters vehicle should have a net weight of 4,110 kgs @ 2,400kg/s/m³. If the shortfall is more than 50 kgs per load purchase to debit supplier shortfall amount on pro-rata basis. 7. Site to calculate shortfall. 8. Maintain original report + weighment slips + pour reports + test reports + photographs at site.

From Company:

GV Research Centers Pvt. Ltd
5-4-187/3&4, IInd Floor Soham Mansion M.G. Road
Secunderabad, TELANGANA, 500003
GSTNO.:36AAHCG4562D1ZP

Original

Delivery Location: Imopolis

Sy no-542, Genome Valley, Thurkapally, Hyderabad,
Hyderabad, Telangana, 500078
Madhu, 7981951035

Supplier Details

R6 Infra

Plot no:15, Sy:157/1 & 157/2 Cheeryala keesara Mandal
Medchal-Malkigiri Dist, TG,
GSTIN:36ABFFR9437A1Z6
6281927894
r6infra05@gmail.com

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	RMCC8720-RMC-RMC-M10---cum	60.00	3,220.33	0%	1,93,220	0%	9%	9%	0	17,390	17,390	2,28,000
Rupees in words : Two Lakh Twenty Eight Thousands Only.										Total Amount ...		2,28,000

Terms and Conditions:-

RMC other terms : Batching report + cube test report must be provided.

RMC specification: 140 kgs of cement to be added per cum.

RMC quantity Payment shall be made on quantity delivered at site. All vehicles to be weighed near site

RMC line pump: Line / boom pump charges included.

Payment Terms : Within 30 days of delivery and on production of bill.

Tax : Inclusive of GST and all other taxes.

Delivery Date : As per Site Engineers Request.

Delivery Location : As per details given above

Bill submission: Vendor Shall submit proof of delivery+originak invoice at head office of purchaser

R6 Infra

READY MIX CONCRETE AND BRICKS

Tax Invoice

R6 Infra

S S Villas, H No 1-1-50/2/15
Kapra Keesara

Kapra Keesara
Marked

GSTIN/UIN: 36ABFFR9437A1Z6
State Name : Tel

State Name : Telangana, Code : 36
E-Mail : r6infra05@gmail.com

E-Mail : r6infra05@gmail.com

Buyer

GV Research Centers Pvt. Ltd
5-4-187/284, " " " "

5-4-187/3&4, IInd Floor Soham Mansion M.G.Road
Secunderabad, TELANGANA, 500003
GSTIN/UIN

GSTIN/UIN : 36AAHCG4562D1ZP
State Name : TAMIL NADU

State Name : Telangana, Code : 36

Invoice No.

77

Dated

27-May-2023

Mode/Terms of Payment

Supplier's Ref.

20230511026

Other Reference(s)

Buyer's Order No.

Dated

Terms of Delivery

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	M-10	38245010	18 %	7.00 cm	3,220.34	cm	22,542.38
	CGST @9%					9 %	2,028.81
	SGST @9%					9 %	2,028.81
	Total			7.00 cm			

Amount Chargeable (in words)
 Twenty Six Thousand Six Hundred

₹ 26,600.00
E. & O.E

38245010	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
	22,542.38	9%	2,028.81	9%	2,028.81	4,057.62
Total	22,542.38		2,028.81		2,028.81	4,057.62

Tax Amount (in words) : INR Four Thousand Fifty Seven and Sixty Two paise Only

Remarks:
25.05.2023

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name

: ICICI BANK

A/c No.

: 231905000854

Branch & IFS Code

: SAKETH & ICIC0002319

For R6 INFR

This is a Computer Generated Invoice

Authorised Signatory