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

Date:	29.12.23	Prepared by	V. RAVI	Serial no.	
Supplier name	S.F.S Hardware.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	03.10.22	PO/WO No.	92534	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	216	11.10.22	13,060-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	13060-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112698	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:	13,060-00
Amount E – PO / WO value:	13,060.24
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	10.01.24
Remarks: final bill.	

NOTE: This Amount to be adjusted in to NRK debit balance.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		29/12/23			
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.

APPROVED BY
-9 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

~~Praveen~~ GVRC

Admin-Audit Division

Form for closure of purchase order - Manual

PO no.:	92534	PO date:	03.10.2022	Req. no.:	2062300	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	112698

□ 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.

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: for	Date: 26.12.23.

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.				
2.				
3.				
4.				

Remarks by Accountants: this bill not yet received (against PO - 92534)

Prepared by:	Sign: A. Sreelu Raj	Date: 26-12-23

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.	216	11.10.22	13,060.00	112698.
2.				
3.				
4.				
5.				

Remarks: Need MD's approval for enclosed invoice & this amount to be adjusted of (NRK due to he is having debit balance of NRK

Prepared by: Ravi	Sign:	Date: 28/12/23

28/12/23

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
28 DEC 2023
SOHAM MODI
MANAGING DIRECTOR

95129 - Paint

File | Home | View

Paste | Cut | Copy | Select | Crop | Resize | Rotate | Brushes | Outline | Fill | Size | Color 1 | Color 2 | Edit colors | Edit with Paint 3D

Clipboard | Image | Tools | Shapes | Colors

PO Doc No 92534

New DC | Edit | Save | Close

MRN Doc ID 112698

MRN Date 14-10-2022

DC No 216

DC Date 11-10-2022

Remarks

In Time 11.20

Vehicle No

Delivered By party

Received By security

Inward No 10229

Inward Date 13.10.2022

Company Name : G V Reserch Centers Pvt Ltd
Project Name : Innopolis
Supply Type : Supply
Quote No : NIL
Quote Date : 30-09-2022

Supplier Name : SFS Hardware
Contact Person : Mr Khuzem
Address : 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC
Phone :

PDF Name PO92534DC216MR112698

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	HARD-Hardware	678900 - HARD-Hardware - Channel Bracket-- - 62.50Wx225	50	50	Not Closed	0	50	0
2	HARD-Hardware	620700 - HARD-Hardware - Channel Bracket-- - 62.50Wx300	50	50	Not Closed	0	50	0
3	HARD-Hardware	256700 - HARD-Hardware - Channel Bracket-- - 62.50Wx150	50	50	Not Closed	0	50	0
4	HARD-Hardware	165700 - HARD-Hardware - GI U Clamp+Nut+Washer--- 10(	50	50	Not Closed	0	50	0
5	HARD-Hardware	569800 - HARD-Hardware - GI U Clamp+Nut+Washer--- 75)	200	200	Not Closed	0	200	0
6	HARD-Hardware	836800 - HARD-Hardware - Bombay Nails --- 62.50mm - K(	5	5	Not Closed	0	5	0
7	HARD-Hardware	641800 - HARD-Hardware - Hacksaw blade Double---- - Bo)	1	1	Not Closed	0	1	0

1366 × 768px | Size: 3.0MB | 100%

ENG 11:03 26-12-2023

Purchase Order

 26-12-2023 11:00:13 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
SFS Hardware 30-26,III Floor,Plot no 36,Burhani Housing Society,RTC Colony,Tirumulgery,Secunderabad-15 **GSTIN** 36BJJPG3515K1Z6 9550505717	**Doc No**	92534	2062300
	Doc Date	03-10-2022	
	Quote No	NIL	
	Quote Date	30-09-2022	
	SupplyType	Supply	

Kind Attn : Mr Khuzem

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	678900 - HARD-Hardware - Channel Bracket-- - 62.50Wx225mm - Nos	50.00	42.00	0.00	18.00	2,478.00
2	620700 - HARD-Hardware - Channel Bracket-- - 62.50Wx300mm - Nos	50.00	46.00	0.00	18.00	2,714.00
3	256700 - HARD-Hardware - Channel Bracket-- - 62.50Wx150mm - Nos	50.00	40.00	0.00	18.00	2,360.00
4	165700 - HARD-Hardware - GI U Clamp+Nut+Washer-- - 100x8mm - Nos	50.00	17.50	0.00	18.00	1,032.50
5	569800 - HARD-Hardware - GI U Clamp+Nut+Washer-- - 75x8mm - Nos	200.00	17.10	0.00	18.00	4,035.60
6	836800 - HARD-Hardware - Bombay Nails -- - 62.50mm - Kgs	5.00	72.00	0.00	18.00	424.80
7	641800 - HARD-Hardware - Hacksaw blade Double-- - - - Boxes	1.00	13.00	0.00	18.00	15.34
	Total Order Value . . .					**13,060.24**

Rupees : Thirteen Thousand Sixty and Paise Twenty Four Only.

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next 3 Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	5% penalty for delay in delivery beyond due date.
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	Payment will be made only after inspection of material.Above order for 4545 plumbing line hanging purpose work purpose.
Completion Date	NA
Measurment	Nil

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

Purchase Order

26-12-2023 11:00:13

Original / Office Copy / Purchase Div.Copy

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 send to HO office. Proof of delivery /DC can be sent by email.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SFS Hardware***

GST INVOICE

SFS HARDWARE
#30-26 3rd FLOOR PLOT NO 36
BURHANI HOUSING SOCIETY RTC COLONY
TRIMULGHEERY HYDERABAD 500-015
Mobile : 9550505717
Company's GSTIN: 36BJJPG3515K1Z6

Invoice No : 216
Delivery challan no :

Dated : 11-10-2022
Dated :

PO NO : **92534 - 2062300**
PO Date : 03-10-2022

Buyer:
M/s. G V RESERCH CENTRES PVT LTD
5-4-187/3 & 4, II FLOOR, SOHAM MANSION MG ROAD
SECUNDERABAD - 500003
Buyer's GSTIN : 36AAHCG4562D1ZP

Despatched Through : **BY HAND / DRIVER**
Despatched Date : 11-10-22
State Code: **36**

S.No	Description of Goods	HSN	Quantity	Rate	GST %	Amount
1	GI CHANNEL BRACKET SIZE : 62.5W X 225 MM	7216	50.00 NOS	42.00	18.00%	2,100.00
2	GI CHANNEL BRACKET SIZE : 62.5W X 300 MM	7216	50.00 NOS	46.00	18.00%	2,300.00
3	GI CHANNEL BRACKET SIZE : 62.5W X 150 MM	7216	50.00 NOS	40.00	18.00%	2,000.00
4	GI U CLAMP WITH NUT SIZE : 100 X 8 MM	7318	50.00 NOS	17.50	18.00%	875.00
5	GI U CLAMP WITH NUT SIZE : 75 X 8 MM	7318	200.00 NOS	17.10	18.00%	3,420.00
6	BOMBAY NAILS 62.5 MM	7318	5.00 KGS	72.00	18.00%	360.00
7	HACKSAW BLADE DOUBLE SIDE	8208	1.00 NOS	13.00	18.00%	13.00
	TRANSPORTATION CHARGES :					0.00
					TOTAL :	**11,068.00**
	Total Tax Amount: 1992.24				**CGST @ 9 %**	996.12
					SGST @ 9 %	996.12
					Round off	-0.24
					Grand Total	**13,060.00**

Amount Chargeable (in words)

Rs: THIRTEEN THOUSAND AND SIXTY ONLY

Company's Bank Details
Current A/c No : 630805161164
Bank Name : ICICI BANK LIMITED
IFSC Code : ICIC0006308
Branch : KARKHANA BRANCH

"TRUE COPY"

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
This is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SFS HARDWARE

SFS HARDWARE PH.NO. 9550505717

Authorised Signatory