

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

Date: 18/01/24		Prepared by: V. Ravi		Serial no.	
Supplier name: SHWETHA COMPUTERS				HO inward no.	
Firm/Company: G.V.R.C		Project: Innopolis		HO received date	
PO/WO date: 08.07.22		PO/WO No.: 89833		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00013386	27.12.22	46,500.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 46,500.00

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
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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: 46,500.00

Amount E – PO / WO value: 45,000.00

Amount F – Difference (A – E): 1500.00

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: 100% Advance Pmt.

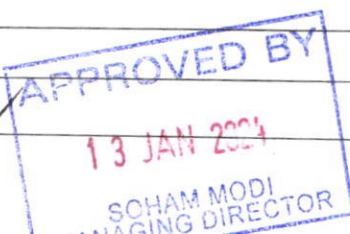
Remarks: find bill & close this PO.
No get 2 di difference.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. Ravi			
Sign:					
Date		18.01.24			
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.: 89833	PO date: 08.07.22	Req. no.: 206007	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	118549			
☐ 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: N. Ganani	Sign: [Signature]	Date: 12.01.24		
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: 45000	Date of payment: 28/7/2022		
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				
Remarks by Accountants: Bill not received				
Prepared by: Ch. Divya	Sign: [Signature]	Date: 12/01/24.		
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.	00013386	27.02.2022	46,500 - 00	118549.
2.				
3.				
4.				
5.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 12.01.24.		
Advice by MD - action to be taken.				
☒	☐ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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: [Signature]		



Purchase Order

Page(s) 1 Of 1

12-01-2024 12:03:15

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

Shweta Computers
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane,
Secunderabad - 500 003.

GSTIN 36ACUFS2935A1ZZ

9248091726

Doc No	89833	206007
Doc Date	08-07-2022	
Quote No	nil	
Quote Date	08-07-2022	
SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 509000 - COMP-Peripherals - Desktop computer----- Nos DELL 3681	1.00	45,000.00	0.00	0.00	45,000.00
Total Order Value . . .					45,000.00

Rupees : Fourty Five Thousand Only.

Terms and Conditions :-

Specification Brand will be DELL 3681, I 3 10th generation, 8 GB, 512SSD, win 10, 18.5 inches monitor, with mouse, key board.

Payment Terms 100% Advance payment

Tax GST included in the above prices

Delivery Date With 3 days

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Nil

Warranty One year

Advance Paid Rs. 45,000-00 by cheque....

Other Terms We reserve the right to reject items not conforming to quality and specifications, Damage is in suppliers account, above order is for GVRC 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 **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Shweta Computers**

Material Receipts Form

PO Doc No 89833

New DC

Edit

Save

Close

MIRN Doc ID 118549

MIRN Date 28-07-2022

DC No 00013386

DC Date 27-07-2022

Remarks

In Time 10.00

Vehicle No By Delivery Va

Delivered By Krishnam Raju

Received By Security

Inward No

Inward Date 28.07.22

Company Name : C V Research Centers Pvt Ltd
Project Name : Innopolis
Supply Type : Supply
Quote No : nil
Quote Date : 08-07-2022
Supplier Name : Shweta Computers
Contact Person : Mr Irfan
Address : Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chennai Trade Cer
Phone :
PDF Name : PO89833DC0001896MR118549

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
1	COMP-Peripherals	505000 - COMP-Peripherals - Desktop computer - - - Nos	1	1	Not Closed	0	1	0.00

TAX INVOICE

☐ Original for Recipient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy


SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR, CHENOY TRADE CENTRE,
 PARKLANE, SECUNDERABAD, TELANGANA, HYDERABAD 500003

State Name 36 - Telangana

Phone: 040-66143437, 66143438, 66143439,

Email: Shwetacomputers@shwetagroup.com

GSTIN: 36ACUFS2935A1ZZ

PAN: ACUFS2935A



Bill To:

GV RESEARCH CENTERS PRIVATE LIMITED

5-4-187/3, Soham mansion, MG Road, MG Road, Secunderabad,
 Hyderabad, Telangana, 500003

PH: 8919278620

HYDERABAD - 500003

Phone:

State: 36 - Telangana

Invoice No. : 00013386

Invoice Date : 27/07/2022

GSTIN : 36AAHCG4562D1ZP

PAN : AAHCG4562D

Due Date : 27/07/2022

SR : IRFAN PH 9248091726

IRN : 36f723edd3cd49c096e5d5a79a47895c19d3ed24076ca1e
 7267bb57cab7d9ba6

Ship To:

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST %	Amt	SGST %	Amt	IGST %	Amt
1	SYSTEM DELL VOSTRO 3681 3-10105-8GB-1TB-256GB-W11 21VNYP3	84715000	1	39000.00	33050.85	33050.85	9	2974.58	9	2974.58	0	0.00
2	CLR 18.5 DELL LED D1918H	85285200	1	7500.00	6355.93	6355.93	9	572.03	9	572.03	0	0.00
						39406.78						
						9.00		3546.61				
						9.00		3546.61				
Grand Total:				2		46500.00						

Rupees Forty-Six Thousand Five Hundred Only.

Bank Details:

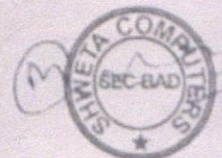
HDFC BANK PARADISE A/C NO: 50200010045314, IFSC: HDFC0000042

Terms & Condition:

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to HYDERABAD jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor, cables, earphone, other accessories & consumables products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.
9. No Warranty for Swollen or Bulged Battery

"TRUE COPY"

E & O E
 For SHWETA COMPUTERS



Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM