

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

Date:	12.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	CIVILIZE MARE			HO inward no.	
Firm/Company	G.V.R.C	Project	Dnnipolis.	HO received date	
PO/WO date	09.11.22	PO/WO No.	93767.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	CM-23-24/699	11.12.23	3363-w	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3363-w	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	118548		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:				3363-w	
Amount E – PO / WO value:				3363-w	
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		100% Advance Paid.			
Remarks: find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		12.01.24			
Approval limit	Upto 20k	Above 20k	Above 20k	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.: 93767	PO date: 09.11.2022	Req. no.: 206427	Advice Scan ID
Barcoded PO available ☐ Y/ ☒ N	Invoice available ☐ Y/ ☒ N / original	Copy available ☐ Y/ ☒ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO	118548		
☐ 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:			
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: <i>[Signature]</i>	Date: 10/01/24	
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 100%	Amount paid: 3363/-	Date of payment: 09.11.22	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
4.			
Remarks by Accountants: Bill not received against this PO			
Prepared by: Ch. Divya	Sign: <i>[Signature]</i>	Date: 11/01/24	
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
1.	CH-23-24/699	11.12.23	3363-00
2.			
3.			
4.			
5.			
Remarks: Need MD's Approval for enclosed certified true copy			
Prepared by: Ravi	Sign: <i>[Signature]</i>	Date: 11/01/24	
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:	



Material Receipts Form

PO Doc No 93767

New DC Edit Save Close

MRN Doc ID 118548

MRN Date 21-12-2023

DC No 699

DC Date 11-12-2023

Remarks

Company Name : C V Research Centers Pvt Ltd
Project Name : Innopolis
Supply Type : Supply
Quote No : NIL
Quote Date : 09-11-2022

In Time 16:00

Vehicle No TS10UB8387

Delivered By DRIVER

Received By SECURITY

Inward No 13804

Inward Date 21-12-2023

PDF Name PO93767DC699MR118548

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	TOOL-Tools	177500 - TOOL-Tools - PVC Injection Nozzle-Cement groutir	150	150	Not Closed	0	150	0

Purchase Order

Page(s) 1 Of 1

10-01-2024 12:36:02

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			
Civilize Mart H no 12-19, P&T Colony, Medipally, Near: Bantia showroom, Medchel Malkajgiri-500098 GSTIN 36AARFC5784G1Z1 9573437171 9100074983	Doc No	93767	206427
	Doc Date	09-11-2022	
	Quote No	NIL	
	Quote Date	09-11-2022	
	SupplyType	Supply	

Kind Attn : Praveen

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 177500 - TOOL-Tools - PVC Injection Nozzle-Cement grouting- - 40PSI - Nos	150.00	19.00	0.00	18.00	3,363.00
Total Order Value . . .					3,363.00
Rupees : Three Thousand Three Hundred Sixty Three Only.					

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance
Tax	All taxes included in above price.
Delivery Date	15-20 days ,after receiving the PO and advance payment
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penalty For Delay	Nil
Transportation	Extra
Warranty	Nil
Advance Paid	3,363/-..by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for 4545 column urpose.
Completion Date	NA
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 **Civilize Mart**

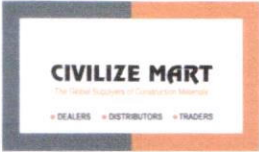
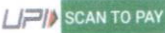
Date : / /

Tax Invoice

Original for Recipient ☐

Duplicate for Transporter ☐

Triplicate for Supplier ☐

CIVILIZE MART  H NO 12-19 P AND T COLONY MEDIPALLY Hyderabad Phone no.: 9100074051,52 Email: civilizemart@gmail.com GSTIN: 36AARFC5784E1Z1 State: 36-Telangana				Invoice No. CM-23-24/699		Date 11-12-2023, 03:21 PM		
				Place of supply 36-Telangana		WHO CREATOS MANASA		
				Ship To Shamirpet, Telangana 500078				
Bill To GV RESEARCH CENTERS PRIVATE LIMITED Soham mansion 5-4-187/3 MG Road MG Road Secunderabad Contact No. : 9866156745 GSTIN : 36AAHCG4562D1ZP State: 36-Telangana								
#	Item name	Item Code	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	CEMENT GROUT PVC NIPPLES		8467	150	Nos	₹ 19.00	₹ 513.00 (18%)	₹ 3,363.00
Total				150			₹ 513.00	₹ 3,363.00
Invoice Amount In Words Three Thousand Three Hundred Sixty Three Rupees only				Amounts: Sub Total ₹ 3,363.00 Total ₹ 3,363.00				
Payment mode Credit								
HSN/ SAC		Taxable amount		CGST		SGST		Total Tax Amount
				Rate	Amount	Rate	Amount	
8467		₹ 2,850.00		9%	₹ 256.50	9%	₹ 256.50	₹ 513.00
Total		₹ 2,850.00			₹ 256.50		₹ 256.50	₹ 513.00
Terms and conditions: Thanks for doing business with us! Declaration GPAY ONLY ON 9100074051 TERM & CONDITION: 1.GOODS ONCE SOLD WILL NOT BE RETURNED BACK. 2. PAYMENT ADVANCE ONLY 3. ALLDISPUTES ARE SUBJECT TO UPPAL SEC ONLY.								
 				Company's Bank details: Bank Name : ICICI BANK LIMITED, UPPAL KALAN, TELANGANA Bank Account No. : 132005002839 Bank IFSC code : ICIC0001320 Account holder's name : CIVILIZE MART				
				For, : CIVILIZE MART  Authorized Signatory				

"TRUE COPY"

ACKNOWLEDGEMENT

CIVILIZE MART

GV RESEARCH CENTERS PRIVATE LIMITED

SOHAM MANSION 5-4-187/3 MG ROAD MG ROAD
 SECUNDERABAD

INVOICE NO. : CM-23-24/699

INVOICE DATE : 11-12-2023

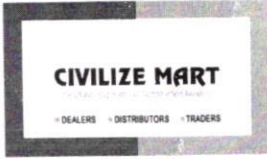
INVOICE AMOUNT : ₹ 3,363.00

Receiver's Seal & Sign

Tax Invoice

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

CIVILIZE MART

H NO 12-19 P AND T COLONY MEDIPALLY
Hyderabad

Phone no.: 9100074051,52

Email: civilizemart@gmail.com

GSTIN: 36AARFC5784E1Z1

State: 36-Telangana

Invoice No.
CM-23-24/699Date
11-12-2023, 03:21 PMPlace of supply
36-TelanganaWHO CREATOS
MANASAShip To
Shamirpet, Telangana 500078

Bill To

GV RESEARCH CENTERS PRIVATE LIMITED

Soham mansion 5-4-187/3 MG Road MG Road Secunderabad

Contact No.: 9866156745

GSTIN : 36AAHCG4562D1ZP

State: 36-Telangana

#	Item name	Item Code	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	CEMENT GROUT PVC NIPPLES		8467	150	Nos	₹ 19.00	₹ 513.00 (18%)	₹ 3,363.00
	Total			150			₹ 513.00	₹ 3,363.00

Invoice Amount In Words

Three Thousand Three Hundred Sixty Three Rupees only

Amounts:

Sub Total ₹ 3,363.00

Total ₹ 3,363.00

Payment mode

Credit

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8467	₹ 2,850.00	9%	₹ 256.50	9%	₹ 256.50	₹ 513.00
Total	₹ 2,850.00		₹ 256.50		₹ 256.50	₹ 513.00

Terms and conditions:

Thanks for doing business with us!

Declaration

GPAY ONLY ON 9100074051

TERM & CONDITION:

- 1.GOODS ONCE SOLD WILL NOT BE RETURNED BACK.
2. PAYMENT ADVANCE ONLY
3. ALLDISPUTES ARE SUBJECT TO UPPAL SEC ONLY.

Company's Bank details:

Bank Name : ICICI BANK LIMITED, UPPAL KALAN, TELANGANA

Bank Account No. : 132005002839

Bank IFSC code : ICIC0001320

Account holder's name : CIVILIZE MART

For, : CIVILIZE MART



Authorized Signatory



UPI SCAN TO PAY

M. CODEX

SCAN ID
INWARD

Inward No: 13804	Dt: 21/12/23
MRN No:	Dt:
Received By: Nishaj	Sign: L
Genome Valley Bioscience Center Pvt. Ltd.	

