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

Date:	24.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Retlection electricals pvt Ltd.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	23.06.23	PO/WO No.	20230623036	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1222	30.06.23	917-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	917-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: Inwd No: 12450	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:	917-00
Amount E – PO / WO value:	719-00
Amount F – Difference (A – E):	198-00
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	30.01.24.
Remarks:	final bill & close this Po.

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

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 7452
Date 24/1/24
Sign.

Form for closure of purchase order

PO no.: 2023083	PO date:	23/06/2023	Req. no.:	2023062 -010	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	Inward no: 18422 Dt: 29/6/23, Inward - 18450 dt: 1/7/23

□ 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: Received Material @ 2 times		

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: Shivani	Sign:	Date: 29/12/2023
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.				

Remarks by Accountants: All Bills received As per PO value.

Prepared by: CH. DIVYA	Sign: Divya	Date: 23.01.24

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.	1222	30.06.23	917-40	Inwd No: 12450
2.				
3.				

Remarks: Need MD's Approval for enclosed 2nd time received certified True copy.

Prepared by: Ravi	Sign:	Date: 23/01/24

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
24 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09.02.23 ... 5 docx

DELIVERY CHALLAN

REFLECTIONS ELECTRICALS PVT. LTD.
Bright Ideas
5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 7777
GST No. : 36AADCR2047Q1ZZ

M/s. G.V. Research Centres Pvt Ltd
Site : Innopolis, Genome Valley
Hyderabad

Date: 30/06/23 No.: 309

Invoice No.................No.of Cases.................Date.................Way Bill No.................

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	Po No: 20230623036 dt 23/06/23				
1	BP944 Plate 4M	14	Nos		Invoice No: 1222 dt 30/06/23

MRN No:

INWARD
Inward No: 12450 Dt: 01/7/23
MRN No: Dt:
Received By: Sign:
Genome Valley Research Center Pvt. Ltd

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

DELIVERY CHALLAN

REFLECTIONS ELECTRICALS PVT. LTD.

Bright Ideas

5-4-187/7, M.G. Road, R.P. Road & M.G. Road Junction, Ranigunj, Secunderabad - 500003
Phone : 040 - 27543785, 97055 77776
GST No. : 36AADCR2047Q1ZZ

M/s GV Research Centre
Innopolis, Thumkapally.

Date: 28/06/23 No. 290

Invoice No.............No.of Cases ....Date.............Way Bill No.............

S. No.	Description of Material	Qty.	No. of Boxes	No. PCS in Each Box	Remarks
	P.O. No: 20230623036 / 28/06/23				
(1)	3m plate BP933	14	NOS		
				Invoice : 1140 dt: 23/06/23	
	MRN No: 20230629028				

INWARD	
Inward No: 2428	Dt: 29/6/23
MRN No:	Dt:
Received By: NIRAJ	Sign:
Genome Valley Research Center Pvt. Ltd.	

SEC'BAD

Received the above material in Good condition

For REFLECTIONS ELECTRICALS PVT. LTD.

Received by

Authorised Signatory

MRN Report

Project Name	Innopolis	PO Num	20230623036
Supplier Name	Reflections Electricals Pvt. Ltd.,	PO Date	23 Jun 2023
MRN Num	20230629028	MRN Dat[redacted]	29 Jun 2023
Vechicle Num	TS10UB8387	Received [redacted]y	Roja

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discou[illegible]t	GST	IGST	SGST	CGST
1	ELEC3874-Electrical-Module Plate-with Frame-4M-Nos.	14.00	14.00	0.00	145.00	70%	18%	0%	9%	9%

Sno	Role	User	Remarks	Date And Ti
1	Const-Data Entry Operator	Gvrc		29 Jun 2023 02:16:51 pı
2	Purc-Data Entry Operator	Sai Shivani		29 Jun 2023 03:29:07 pı
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been A[illegible]proved	30 Jun 2023 04:09:32 pı

Purchase Order

Purchase.div Copy

From Company:	GV Research Centers Pvt. Ltd 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36AAHCG4562D1ZP
Delivery Location:	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Hyderabad,Telangana,500078 Madhu,7981951035

Supplier Details

Reflections Electricals Pvt. Ltd.,
5-4-187,P.M complex 1st floor ,M.G. road, Secunderabad
Secunderabad, TG, 500003
GSTIN:36AADCR2047Q1ZZ
Shakib khan, 27543785..9849875767
reflections_hyderabad@yahoo.com

PO No	20230623036	Quote No	Nil
PO Date	23 Jun 2023	Quote Date	23 Jun 2023
Supply Type		Requisition Num	20230623010

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	ELEC3874-Electrical-Module Plate-with Frame-4M-Nos.	14.00	145.00	70%	2,030	0%	9%	9%	0	183	183	719
Addl Spec	3way modular plate											
								Total Amount ...	0	183	183	719

Rupees in words : Seven Hundred And Nineteen Only.

Terms and Conditions:-

Additional Specifications	Towards cafeteria cassette AC pipe lines insulation work purpose. Delivery at GVRC, Turkapally, contact person Mr. Madhan-7674097239
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2-3 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Nil.
Payment Terms :	After delivery and on submission of bills.

TAX INVOICE

Sales Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Ranigunj, Secunderabad 500003 T.S Phone: 04027543785, 9705577776 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **1222**	Dated **30-Jun-23**	
	Delivery Note **309**	Mode/Terms of Payment **Against Delivery**	
	Reference No. & Date. **1222 dt. 30-Jun-23**	Other References	
Consignee (Ship to) **G V Research Centers Pvt Ltd** 5-4187/3&4, Soham Mansion M G Road, Secunderabad GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **20230623036**	Dated **23-Jun-23**	
	Dispatch Doc No.	Delivery Note Date **30-Jun-23**	
	Dispatched through **Your Self**	Destination **Innopolis, Genome Valley**	
Buyer (Bill to) **G V Research Centers Pvt Ltd** 5-4187/3&4, Soham Mansion M G Road, Secunderabad GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery		

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**Venia 4M Plate BP944**	853890	**14.0000 nos**	55.50	nos	**777.00**
	OUTPUT CGST					**69.93**
	OUTPUT SGST					**69.93**
	Rounding Off					**0.14**
	Total		**14.0000 nos**			**₹ 917.00**

2 Times delivered
1st - 12422 25/6/23
2nd - 12450 30/6/23

E. & O.E

Amount Chargeable (in words)

INR Nine Hundred Seventeen Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
853890	777.00	9%	69.93	9%	69.93	139.86
Total	**777.00**		**69.93**		**69.93**	**139.86**

Tax Amount (in words) : **INR One Hundred Thirty Nine and Eighty Six paise Only**

Company's PAN : **AADCR2047Q**

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
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Customer's Seal and Signature

for Reflections Electricals Pvt Ltd.

Authorised Signatory

"TRUE COPY"