ADMIN-AUDIT / PURCHASE DIVISION

Advice for Credit to Supplier - Manual

Date:	26.02.24.	Prepared by	V.RAVI	Serial no.	
Supplier name	Premier Engineering Corporation			HO inward no.	
Firm/Company	G.V.R.C	Project	Ennopolis	HO received date	
PO/WO date	23.06.23	PO/WO No.	2023062302024	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0505	11.07.23	24,287-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	24,287-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	2023071303033	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:	24,287-00
Amount E – PO / WO value:	24,287-00
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	02.03.24.
Remarks: final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		26.02.24			
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

20230623024

PO no.:		PO date:	23.06.23	Req. no.:		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	20230713033	
□ 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: SHIVANI	Sign: for	Date: 08.02.24
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:	Date of payment:
Details of part bill received: Bill Not 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: Praveen Reju.	Sign:	Date: 20/02/24.
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.	PEC/23-24/0505	11.07.23	24,287-00	20230713033.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to do the further process.		
Prepared by: Ravi	Sign:	Date: 21/02/24.
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
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

(DUPLICATE FOR TRANSPORTER)

IRN : 2e0bf31ae13f0def8ce0aaaf0efa6fd617275d937-041f3dfcedb6304ad40206d
Ack No. : 112316787260929
Ack Date : 11-Jul-23

PREMIER ENGINEERING CORPORATION-
5-2-155 RP ROAD,Opp.Lakshmi Vilas Bank,
Secunderabad,TS-500003
www.premierenggcorp.com
GSTIN/UIN: 36AACFP6807A1ZL
State Name : Telangana, Code : 36
E-Mail : sales@pechyd.com (cell:7288883664)

Invoice No. PEC/23-24/0505	Dated 11-Jul-23
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. 20230623024	Dated 23-Jun-23
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Buyer (Bill to)
GV RESEARCH CENTER PVT LTD
5-4-187/3&4,IIND FLOOR
SOHAM MANSION,MG ROAD
SECUNDERABAD
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

SI No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	CM90631OONO-DU250C 200A MCCB,3P	85362020	1 Nos	11,520.00	Nos	39 %	7,027.20
2	DBTPN008DD-8WAY TPN DB DOUBLE DOOR IP43	85371000	4 Nos	6,870.00	Nos	51 %	13,465.20
3	25 SQMM AL RING TYPE LUGS	85369090	36 Nos	2.50	Nos		90.00
							20,582.40
	Output SGST 9%						1,852.42
	Output CGST 9%						1,852.42
	ROUND OFF						(-)0.24
	Total		41 Nos				₹ 24,287.00

Less :

MRN NO → 20230713033

INWARD	
Inward No: 12629	Dt: 13/7/23
MRN No:	Dt:
Received By: NAMJ	Sign:

Genome Valley Research Center Pvt. Ltd

Received by
S.K. RAJU
6281929265

E. & O.E

Amount Chargeable (in words)
INR Twenty Four Thousand Two Hundred Eighty Seven Only

Company's Bank Details
Bank Name : HDFC
A/c No. : 27058020000011
Branch & IFS Code: SECUNDERABAD & HDFC0000042

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.*Goods once sold will not be taken back or exchanged.

for PREMIER ENGINEERING CORPORATION-

Authorised Signatory

This is a Computer Generated Invoice

MRN Report

Project Name	Innopolis	PO Num	20230623024
Supplier Name	Premier Engineering Corporation	PO Date	23 Jun 2023
MRN Num	20230713033	MRN Date	13 Jul 2023
Vechicle Num	TS10UB8387	Received By	Roja

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	ELEC4381-Electrical-MCCB--200A-Nos.	1.00	1.00	0.00	11,520.00	39%	18%	0%	9%	9%	8,292
2	ELEC5373-Electrical-DB Box---Nos.	4.00	4.00	0.00	6,870.00	51%	18%	0%	9%	9%	15,889
3	ELEC2222-Electrical-Aluminium lug-Ring type-25sqmm-Nos.	36.00	36.00	0.00	2.5	0%	18%	0%	9%	9%	106

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		13 Jul 2023 02:24:32 pm
2	Purc-Data Entry Operator	Sai Shivani		13 Jul 2023 03:11:02 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	13 Jul 2023 05:35:11 pm

Tax Invoice (TRIPLICATE FOR SUPPLIER) e-Invoice

IRN : 2e0bf31ae13f0def8ce0aaaf0efa6fd617275d937-041f3dfcedb6304ad40206d
Ack No. : 112316787260929
Ack Date : 11-Jul-23

PREMIER ENGINEERING CORPORATION-
5-2-155 RP ROAD,Opp.Lakshmi Vilas Bank,
Secunderabad,TS-500003
www.premierenggcorp.com
GSTIN/UIN: 36AACFP6807A1ZL
State Name : Telangana, Code : 36
E-Mail : sales@pechyd.com (cell:7288883664)

Buyer (Bill to)
GV RESEARCH CENTER PVT LTD
5-4-187/3&4,IIND FLOOR
SOHAM MANSION,MG ROAD
SECUNDERABAD
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Invoice No.	Dated
PEC/23-24/0505	11-Jul-23
Delivery Note	Mode/Terms of Paymer
Reference No. & Date.	Other References
Buyer's Order No. 20230623024	Dated 23-Jun-23
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

DU250.200A

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	CM90631OONO-DU250C 200A MCCB,3P	85362020	1 Nos	11,520.00	Nos	39 %	7,027.2
2	DBTPN008DD-8WAY TPN DB DOUBLE DOOR IP43	85371000	4 Nos	6,870.00	Nos	51 %	13,465.2
3	25 SQMM AL RING TYPE LUGS	85369090	36 Nos	2.50	Nos		90.0
							20,582.4
	Output SGST 9%						1,852.4
	Output CGST 9%						1,852.4
	Less : ROUND OFF						(-)0.2
	Total		41 Nos				₹ 24,287.0

361 289

MODI PROPERTIES PVT. LTD. SEC'BAD
12/7/23

Received By
S.K. RAJU
6281929265

E. & O

Amount Chargeable (in words)
INR Twenty Four Thousand Two Hundred Eighty Seven Only

Company's Bank Details
Bank Name : HDFC
A/c No. : 27058020000011
Branch & IFS Code : SECUNDERABAD & HDFC0000042

"TRUE COPY"

for PREMIER ENGINEERING CORPORATIO

Premier Engineering Corporation

Authorised Signa

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.*Goods once sold will not be taken back or exchanged.

This is a Computer Generated Invoice