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	Innopolis.	HO received date	
PO/WO date	27.07.23	PO/WO No.	20230727001	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0635	04.08.23	21,107-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	21,107-00
Proof of delivery by way of: ✓ □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 20230805036	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:	21,107-00
Amount E – PO / WO value:	21,107-00
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

20230727001

PO no.:		PO date:	27.07.23	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	20230805036						
□ 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 [signature]		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:				
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 Raju.	Sign: [signature]		Date: 21/02/24.
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/23-24/0635	04.08.23	21,107-00	20230805036.
2.				
3.				
4.				
5.				
Remarks:	Need MD's Approval to do the further process.			
Prepared by: Ravi		Sign: [signature]		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) e-Invoice

IRN : 2bbd3b7de1d82c073200d8f55d76a87f544ada-c5ea0ede308c28a19962160737
Ack No. : 112317032686233
Ack Date : 4-Aug-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)

Consignee (Ship to)
GV RESEARCH CENTER PVT LTD
Innopolis
Thurkapally
Hyderabad-500078
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

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. **PEC/23-24/0635**	Dated **4-Aug-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **20230727001**	Dated **27-Jul-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**BG404030-RCCB 4P 40A 300MA**	85362030	**4 Nos**	4,290.00	Nos	50 %	**8,580.00**
2	**DBVTH006DD-6WAY VTPN DB WITH MCCB INCOMER DD**	85371000	**1 Nos**	19,390.00	Nos	52 %	**9,307.20**
							17,887.20
	Output SGST 9%						**1,609.85**
	Output CGST 9%						**1,609.85**
	ROUND OFF						**0.10**
	Total		**5 Nos**				**₹ 21,107.00**

MRN No -) 20230805036

INWARD	
Inward No: 2764	Dt: 05/8/23
MRN No:	Dt:
Received By: NIDAS	Sign:
Genome Valley Research Center Pvt. Ltd.	

E. & O.E

Amount Chargeable (in words)
INR Twenty One Thousand One Hundred 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-
Premier Engineering Corporation
Authorised Signatory

This is a Computer Generated Invoice

MRN Report

Project Name	Innopolis	PO Num	20230727001
Supplier Name	Premier Engineering Corporation	PO Date	27 Jul 2023
MRN Num	20230805036	MRN Date	05 Aug 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	ELEC5333-Electrical-RCCB-4 pole-40A 300mAh-Nos.	4.00	4.00	0.00	4,290.00	50%	18%	0%	9%	9%	10,124
2	ELEC2210-Electrical-DB VTPN-4 Pole-6 way-Nos.	1.00	1.00	0.00	19,390.00	52%	18%	0%	9%	9%	10,982

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		05 Aug 2023 02:00:31 pm
2	Purc-Data Entry Operator	Sai Shivani		05 Aug 2023 03:34:07 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	08 Aug 2023 03:54:11 pm

Tax Invoice

: 2bbd3b7de1d82c073200d8f55d76a87f544ada-c5ea0ede308c28a19962160737
. No. : 112317032686233
: Date : 4-Aug-23

EMIER ENGINEERING CORPORATION-
?-155 RP ROAD,Opp.Lakshmi Vilas Bank,
cunderabad,TS-500003
/w.premierenggcorp.com
STIN/UIN: 36AACFP6807A1ZL
ate Name : Telangana, Code : 36
Mail : sales@pechyd.com (cell:7288883664)

Invoice No. PEC/23-24/0635	Dated 4-Aug-23
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. 20230727001	Dated 27-Jul-23
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

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V RESEARCH CENTER PVT LTD
nopolis
urkapally
yderabad-500078
STIN/UIN : 36AAHCG4562D1ZP
tate Name : Telangana, Code : 36

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-4-187/3&4,IIND FLOOR
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ECUNDERABAD
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							17,887.20
	Output SGST 9%						1,609.85
	Output CGST 9%						1,609.85
	ROUND OFF						0.10
	Total		5 Nos				₹ 21,107.00

E. & O.E

MODI PROPERTIES PVT. LTD. SEC'BAD

8/8/23

6281929265

Amount Chargeable (in words)
INR Twenty One Thousand One Hundred Seven Only

"TRUE COPY"

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

Premier Engineering Corporation

Authorised Signatory

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