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	15.04.23	PO/WO No.	2023041501.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0050	10.04.23	7134-10	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			7134-10
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	20230707021.	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:			-
Amount E – PO / WO value:			7134-10
Amount F – Difference (A – E):			7134-10
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received		NIL
Close PO / WO	☑ Yes ☐ No – wait for balance material ☐ Other		
Payment – due date	02/3/24.		
Remarks:	Final bill.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		21.03.24			
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

20230415006

PO no.:		PO date:	15.04.23	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	20230707021	
□ 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 Reji.	Sign: [signature]	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/23-24/0050	10.04.23	7134-00	20230707021.
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 (TRIPLICATE FOR SUPPLIER) e-Invoice

IRN : c61e266f4283250b8f94027c97b1aaab006abbe-654b7d70b96df26d835c5f2f8
Ack No. : 112315891161067
Ack Date : 10-Apr-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/23-24/0050 Dated: 10-Apr-23 Delivery Note Mode/Terms of Payme Reference No. & Date. Other References Buyer's Order No.: ~~E-MAIL~~ 8083045 006 Dated: 10-Apr-23 Dispatch Doc No. Delivery Note Date Dispatched through Destination
Consignee (Ship 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	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	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	DBTPN006DD-TPN 6W DD IP43	85371000	1 Nos	5,725.00	Nos	52 %	2,748.
2	DBTPN008DD-8WAY TPN DB DOUBLE DOOR IP43	85371000	1 Nos	6,870.00	Nos	52 %	3,297.
							6,045.
	Output SGST 9%			9 %			544.
	Output CGST 9%			9 %			544.
	ROUND OFF						0.
	Total		2 Nos				₹ 7,

295

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11/4/23

MRN NO - 120230707021

INWARD

Inward No: 2489	Dt: 07/07/23
MRN No:	Dt:
Received By: NIRAJ	Sign:
Genome Valley Research Center Pvt. Ltd.	

Recvd material
11/4/23

Amount Chargeable (in words)
INR Seven Thousand One Hundred Thirty Four 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 CO[...]
Authorised Signatory

This is a Computer Generated Invoice

MRN Report

Project Name	Innopolis	PO Num	20230415006
Supplier Name	Premier Engineering Corporation	PO Date	15 Apr 2023
MRN Num	20230707021	MRN Date	07 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	ELEC9175-Electrical-DB TPN-3 Phase-6Way-Nos.	1.00	1.00	0.00	5,725.00	52%	18%	0%	0%	0%	3,243
2	ELEC5451-Electrical-DB TPN-3 Phase-8Way-Nos.	1.00	1.00	0.00	6,870.00	52%	18%	0%	0%	0%	3,891

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		07 Jul 2023 03:00:51 pm
2	Purc-Data Entry Operator	Sai Shivani		07 Jul 2023 06:05:43 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	10 Jul 2023 04:21:07 pm

Tax Invoice (TRIPLICATE FOR SUPPLIER) e-Invoice

IRN : c61e266f4283250b8f94027c97b1aaab006abbe-654b7d70b96df26d835c5f2f8
Ack No. : 112315891161067
Ack Date : 10-Apr-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/23-24/0050** Delivery Note Reference No. & Date.	Dated **10-Apr-23** Mode/Terms of Payment Other References
Consignee (Ship 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	Buyer's Order No. **E-MAIL** Dispatch Doc No. Dispatched through	Dated **10-Apr-23** Delivery Note Date Destination
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	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**DBTPN006DD-TPN 6W DD IP43**	85371000	**1 Nos**	5,725.00	Nos	52 %	**2,748.00**
2	**DBTPN008DD-8WAY TPN DB DOUBLE DOOR IP43**	85371000	**1 Nos**	6,870.00	Nos	52 %	**3,297.60**
							6,045.60
	Output SGST 9%			9	%		**544.10**
	Output CGST 9%			9	%		**544.10**
	ROUND OFF						**0.20**
	Total		**2 Nos**				**₹ 7,134.00**

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MODI PROPERTIES PVT. LTD. SEC'BAD

11/4/23

Received material
11/4/23

E. & O.E

Amount Chargeable (in words)
INR Seven Thousand One Hundred Thirty Four 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

This is a Computer Generated Invoice