

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	Enopolis.	HO received date	
PO/WO date	23.06.23	PO/WO No.	20230623023	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC /23 -24/0430.	04.07.23	3592 - 00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3592 - 00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 20230705052.	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:	3592 - 00
Amount E – PO / WO value:	3592 - 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:	find bill.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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

20230623023

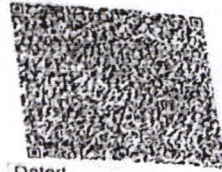
PO no.:		PO date:	23.06.23	Req. no.:		Advice Scan ID	
Barcoded PO available	☒ Y/ ☐ N	Invoice available	original	☐ Y/ ☒ N	☒ Copy available	POD available	☒ Y/ ☐ N
Data required from site/engineers:							
MRN nos. related to PO	20230705052						
☐ Part material received.		☒ Full material received.			☐ 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:	Prareen Raje		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/23-24/0430	04.02.23	3592.00	20230705052.			
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 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:	[Signature]		Date:	22 FEB 2024

APPROVED BY
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

(DUPLICATE FOR TRANSPORTER)

e-Invoice



IRN 84875344675af07ce48ae0127e9f0dd18af8e68a-
84844843ff-6230964a8ba7b5
Ack No 112316717843376
Ack Date 4-Jul-23

PREMIER ENGINEERING CORPORATION-
5-2, 155 RP ROAD, Opp. Lakshmi Villas 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, 167/3&4, IIND FLOOR
SOHAM MANSION, MG ROAD
SECUNDERABAD
GSTIN/UIN: 36AAHCG4562D1ZP
State Name: Telangana, Code: 36

Invoice No
PEC/23-24/0470
Delivery Note

Dated
4-Jul-23
Mode/Terms of Payment

Reference No. & Date

Other References

Buyer's Order No.
20230623023
Dispatch Doc No.

Dated
23-Jun-23
Delivery Note Date

Dispatched through

Destination

Terms of Delivery

SI No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	CM978940OK2-MCCB DU100H 100A 3P TM 40 deg	85362020	1 Nos	4,990.00	Nos	39 %	3,043.90
	Output SGST 9%						273.95
	Output CGST 9%						273.95
	ROUND OFF						0.20
Total				1 Nos			₹ 3,592.00

E. & O.E

INWARD

Inward No: 12474	Dt: 05/7/23
IRN No:	Dt:
Received By: NITRAJ	Sign: [Signature]
Shome Valley Research Center Pvt. Ltd.	

Received By
S.K. RAJU
6281929265
[Signature]

Amount Chargeable (in words)

Three Thousand Five Hundred Ninety Two Only

Company's Bank Details

Name: HDFC

A/c No: 27058020000011

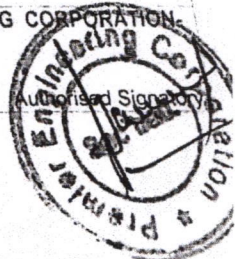
& IFS Code: SECUNDERABAD & HDFC0000042

Declaration

I declare that this invoice shows the actual price of the goods
and that all particulars are true and correct.*Goods
shall not be taken back or exchanged.

This is a Computer Generated Invoice

for PREMIER ENGINEERING CORPORATION

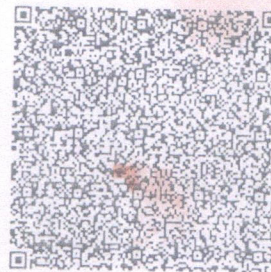


MRN Report

Project Name	Innopolis	PO Num	20230623023
Supplier Name	Premier Engineering Corporation	PO Date	23 Jun 2023
MRN Num	20230705052	MRN Date	05 Jul 2023
Vehicle Num	TS10UB8387	Received By	Roja

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	ELEC3977-Electrical-MCCB--100A-Nos.	1.00	1.00	0.00	4,990.00	39%	18%	0%	9%	9%	3,592

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		05 Jul 2023 04:07:22 pm
2	Const-Data Entry Operator	Nagamani.S		05 Jul 2023 04:43:33 pm
3	Admin - Audit	Maresh Kumar M	System Generated MRN Has Been Approved	06 Jul 2023 12:19:38 pm



IRN : ad8753c4675afd7ce46ae6f27c9f8dd18af8e58a-
848c4643fb6230964a8ba7b5
Ack No. : 112316717843376
Ack Date : 4-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)
Consignee (Ship to)

Invoice No.	Dated
PEC/23-24/0470	4-Jul-23
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
20230623023	23-Jun-23
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

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
STIN/UIIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate per	Disc. %	Amount
1	CM97894OOK2-MCCB DU100H 100A 3P TM 40 deg  346 \$ 17/23 Received By S.K. RAJU 6281929265  Output SGST 9% Output CGST 9% ROUND OFF	85362020	1 Nos	4,990.00	Nos 39 %	3,043.90 273.95 273.95 0.20
Total			1 Nos			₹ 3,592.00

Amount Chargeable (in words)

Amount Chargeable (in words)

INR Three Thousand Five Hundred Ninety Two 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

Authorized Signatory

This is a Computer Generated Invoice

"TRUE COPY"