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	23.06.23	PO/WO No.	20230623023.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0470.	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: 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

20230623023

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	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	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 Rijr.	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/23-24/0470	04.07.23	3592-00	20230705052.
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

APPROVED BY
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

Remarks:

Approved by: Soham	Sign:	Date:

Tax Invoice (DUPLICATE FOR TRANSPORTER) e-Invoice

IRN: a08753c4675afd7ce48ae8f27e9f8dd18af8e58a-848c4643fl-6230964a8ba7b5
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)
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/23-24/0470**	Dated **4-Jul-23**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No. **20230623023**	Dated **23-Jun-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	**CM97894OOK2-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**

PN No → 20230705052

INWARD	
nward No: 12474	Dt: 05/7/23
IRN No:	Dt:
eceived By: NIRAJ	Sign:
enome Valley Research Center Pvt. Ltd.	

Received By
S.K. RAJU
6281929265

unt Chargeable (in words) E. & O.E
Three Thousand Five Hundred Ninety Two Only

pany's Bank Details
Name : **HDFC**
o. : **27058020000011**
& IFS Code: **SECUNDERABAD & HDFC0000042**

ion
clare that this invoice shows the actual price of the goods
ed and that all particulars are true and correct.*Goods
ld 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	20230623023
Supplier Name	Premier Engineering Corporation	PO Date	23 Jun 2023
MRN Num	20230705052	MRN Date	05 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	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	Mahesh Kumar M	System Generated MRN Has Been Approved	06 Jul 2023 12:19:38 pm

Tax Invoice (TRIPLICATE FOR SUPPLIER) e-Invoice

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)

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

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
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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	**CM97894OOK2-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**

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MORE PROPERTIES PVT. LTD. SEC'BAD

6/7/23

Received By
S.K. RAJU
6281929265

E. & O.E

Amount Chargeable (in words)
INR Three Thousand Five Hundred Ninety Two 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-

Authorised Signatory

Premier Engineering Corporation Sec'bad

This is a Computer Generated Invoice