

ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date: 26.03.24		Prepared by: V. Ravi		Serial no.	
Supplier name: Navkar Electrical Engineering.				HO inward no.	
Firm/Company: G.V.R.C		Project: Ponnepoli.		HO received date	
PO/WO date: 16.06.23		PO/WO No.: 2023061052		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	NCE/1183/23-24	17.06.23	885-00	☐ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			885-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 20230620039	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:			885-00
Amount E – PO / WO value:			885-00
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		21.02.24			
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

20230616052

PO no.:		PO date:	16.06.23	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	20230620039						
☐ 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: 08.02.4.			
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:							
Prepared by: Praveen Rajv.		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.							
2.							
3.							
4.							
5.							
Remarks: Need MD's approval to do the follg 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: [Signature]			

APPROVED BY
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

MRN Report

Project Name	Innopolis	PO Num	20230616052
Supplier Name	Navkar Electrical Enterprises	PO Date	16 Jun 2023
MRN Num	20230620039	MRN Date	20 Jun 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	ELEC5847-Electrical-3 pin plug-- Misc-Nos.	10.00	10.00	0.00	75.00	0%	18%	0%	9%	9%	885

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		20 Jun 2023 03:55:40 pm
2	Purc-Data Entry Operator	Sai Shivani		20 Jun 2023 04:55:53 pm
3	Admin - Audit	Maresh Kumar M	System Generated MRN Has Been Approved	22 Jun 2023 12:43:17 pm

TAX INVOICE

(ORIGINAL FOR RECIPIENT)

 Navkar Electrical Enterprises Shop No.1141/B, 5-3-373 to 374 Opp Arya Samaj Mandir Gujarathi School Lane, R.P. Road Secunderabad-500003 GSTIN/UIN: 36BPCPB1957F1Z7 State Name : Telangana, Code : 36 E-Mail : navkarelectricals2014@gmail.com	Invoice No. NEE/1183/23-24	Dated 17-Jun-23
	Delivery Note 177	Mode/Terms of Payment NEFT
Buyer (Bill to) G V Reserch Centers Pvt Ltd 5-4-187/3&4, II Nd Floor, Soham Mansion, MG Road, Sec-Bad. GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Reference No. & Date.	Other References
	Buyer's Order No. 20230616052	Dated 16-Jun-23
	Dispatch Doc No.	Delivery Note Date 17-Jun-23
	Dispatched through By Person	Destination Site
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	16Amps 3 Pin Top	8536	10.00 No's	75.00	No's		750.00
	Output CGST @ 9%				9 %		67.50
	Output SGST @ 9%				9 %		67.50
Total			10.00 No's				₹ 885.00

Amount Chargeable (in words)

E. & O.E

INR Eight Hundred Eighty Five Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
8536	750.00	9%	67.50	9%	67.50	135.00
Total	750.00		67.50		67.50	135.00

Tax Amount (in words) : **INR One Hundred Thirty Five Only****"TRUE COPY"**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

Company's Bank Details

Bank Name : **HDFC BANK**A/c No. : **50200048602212**Branch & IFS Code : **Paradise & HDFC0000042**

for Navkar Electrical Enterprises

Authorised Signatory

This is a Computer Generated Invoice