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

| Date: | | 26-02-24 | Prepared | by | V. RAI | /) | Serial no. | | 30 | |
|---|------------|-----------------------|------------|------------|---------------|-----------|--------------|-----------|------------------|----|
| Supplier na | me | Navkar | Elect | licel | Enlap | ises. | HO inward | l no. | | |
| Firm/Comp | any | G.V.RC. | Project | | Innopo | , 271 | HO receive | ed date | | |
| PO/WO dat | e | 14.03.23 | PO/WO | No. | 2023031 | | Scan ID. | | | |
| Sl no. | | Bill no. | | Bill | date | 1 | Bill amount | | Original atta | |
| 1. | NEE | 14668/22- | 23 | 14.0 | 3.23 | 14 | ,030 -0 | 0 | □ Yes □ | No |
| 2. | | | | | | | 1 | | □ Yes □ | No |
| 3. | li T | | | | | | | | □ Yes □ | No |
| 4. | | | | | 7 11 | | | | □ Yes □ | No |
| Amount A | - Bills to | otal (Excluding Trans | port & Ha | mali Charg | ges): | | | 14 | ,030 -W | |
| Proof of del | ivery by | way of: DCs/bill | □ Steel re | port 🗆 RM | C pour repor | t 🗆 Sol | id block rep | ort 🗆 Ins | stallation repor | t |
| MRN | | 20230317 | M) | | | | of delivery | Y | □ Yes □ No | , |
| nos.: | | | | | matche | s MRN | | | | |
| Amount B –Other Credits : Transportation charges | | | | | | | | _ | | |
| Amount C –Other Debits: | | | | | | | | | | |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | | | | | | | | | 030-to | |
| Amount E - | PO / W | O value: | | | | | | 14, | 030-6 | |
| Amount F – | Differen | nce (A – E): | | | | | | | NIL | |
| Quantity rec | ceived as | s per PO/WO | ~ | □ Yes □ | Excess receiv | ved 🗆 Sh | ort received | □ Part r | eceived | |
| Close PO / V | WO | | ~ | □ Yes □ | No – wait fo | r balance | material | Other | | |
| Payment – c | lue date | | | 01 | .03.24 | , | | | 25 | |
| Remarks: | | -fig | 0 by | | , | | | | | |
| | | | | | | | | | | |
| Approve | d by | Purchase Officer | Purci | | M D | | Accoun | tant | Accoun Manage | |
| Name: | | | V.R | | | | | | | |
| Sign: | | | K | 10. | | | | | | |
| Date | | | 26. | 02.24 | | | | | | |
| Approval lin | nit | Upto 20k | Above 20 |)k | Above 100 | C | 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

20230314075

| PO no.: | | PO date: | 14.03 | 3.23 | Req | no.: | | Advice Scan ID |
|---|--------------------|------------------|----------------------|-------------|-------------|-------------|---|---|
| Barcoded | PO available | □ Y/□ N | Invoice available | ori | ginal | | Copy available | POD available Y/□ N |
| Data requi | red from site/e | ngineers: | | | | | | |
| PO | related to | 20230 | 317001 | | | | | |
| □ Part mat | erial received. | | Full mat | erial rece | eived. | | □ Mate | erial not received. |
| □ Close PC |) – Balance ma | aterial will b | e re-ordered | by new r | equisitio | n. | | |
| □ Cancel F | O. Material no | ot required. | □ Canc | el PO. M | laterial v | will be re | e-ordered by new | requisition |
| □ Keep PC | open. Materia | al required. | □ Keep | PO oper | n. Work | under pr | rogress. | |
| Remarks b | y engineer: | | | | | | | |
| Notes: 1. Pro of invoices if Prepared b | available. 4. This | entire set to be | scanned and sen | t to Ravi. | ent. 2. Pro | vide scanr | | oof of delivery + PO. 3. Provide copies |
| • | | NAMI | Sign: | -for | | V. | Date: | 08.02.24. |
| | red from accou | | | | | | | Water Carlot |
| | | | or receipt of b | | | | | |
| | received agair | | □ Part bil | | d agains | st this P(| O. | ls received against this PO. |
| | paid against t | | Amount | paid: | | | Date of p | payment: |
| Details of part bill received: | | | | | | | | |
| Sl. No. | Bill no. | | Bill dat | e | | Bill a | mount | Cr. given to supplier |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | 1 | | |
| 4. | | | | | | | *************************************** | |
| Remarks by | y Accountants | D'11 | Not Rec Sign: | • 1 | | | | |
| Prepared by | y: | Isuu | Sign: | Sca2 | - 25 | | Date: | |
| Notes: 1. POs | /WOs issued for to | urnkey works - | may have been p | processed b | y E&D. C | heck before | re filling the above. | |
| Prepared by | y: | | Sign: | | | | Date: | |
| Remarks b | y Ravi + detail | s of bills to l | be approved: | | | | | |
| Sl. No. | Bill no. | | Bill date | e | | Bill a | mount | MRN no. |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | 1. 6 | |
| Remarks: | Nee | d M | | pproved | rfo | do | | his proced. |
| Prepared by | | | Sign: | 0 | Q) | | Date: | 21/02/24 |
| | MD - action to | | | | • | | | |
| Get certi | fied bill from s | | | | | | | naterial supplied. |
| 6 | Thereafter, pr | repare advice | e for credit to | supplier | and sen | d to Soh | am for processing | ng. |
| | Close PO | | | | | F | Keep PO open. M | laterial awaited ED |
| | Accounts to b | e reconciled | with supplie | er. Get su | pplier's | ledger. | W | APPROVED BY |
| Remarks: | | | | | | | | 22 FEB LOUT |
| Approved l | oy: Soham | | Sign: | | | | Date: | SOHAM MODI TOR |

MRN Report

| Project Name | Innopolis | PO Num | 20230314075 |
|---------------|-------------------------------|-------------|-------------|
| Supplier Name | Navkar Electrical Enterprises | PO Date | 14 Mar 2023 |
| MRN Num | 20230317001 | MRN Date | 17 Mar 2023 |
| Vechicle Num | TS10UB8387 | Received By | Roja |

| S.No Item Name PO Quantity Received qty Balance qty Rate Discount GST GGST CGST Amount 1 ELEC3478-Electrical-Aluminium lugs 36.00 36.00 6.00 6.00 6.00 18% 0% 9% 9% 9% 1 2 Compression cable glands25mm-Nos. 36.00 36.00 36.00 284.00 284.00 6.0% 18% 0% 9% 9% 12 | - | | | | | | | - | | | | |
|---|------|---|-------------|--------------|-------------|--------|----------|-----|------|------|------|--------|
| - 36.00 36.00 6.00 6.00 6.00 0% 18% 0% 9% 9% 10.00 10.00 0.00 145.00 0% 18% 0% 9% 9% 36.00 36.00 36.00 284.00 0% 18% 0% 9% 9% | S.No | Item Name | PO Quantity | Received qty | Balance qty | Rate | Discount | CST | IGST | SGST | CGST | Amount |
| 10.00 10.00 0.00 145.00 0% 18% 0% 9% 9% 36.00 36.00 0.00 284.00 0% 18% 0% 9% 9% | 1 | ELEC3478-Electrical-Aluminium lugs150Sqmm-Nos. | 36.00 | 36.00 | | 00.9 | %0 | | %0 | %6 | %6 | 255 |
| 36.00 36.00 0.00 284.00 0% 18% 0% 9% | 2 | ELEC9867-Electrical-Double Compression cable glands25mm-Nos. | 10.00 | | | 145.00 | 0%0 | | %0 | %6 | %6 | 1,711 |
| | 3 | ELEC3355-Electrical-Double Compression cable glands35mm-Nos. | 36.00 | | | 284.00 | 0%0 | | %0 | %6 | %6 | 12,064 |

| Sno | Role | User | Remarks | Date And Time |
|-----|---------------------------|----------------|--|-------------------------|
| 1 | Const-Data Entry Operator | Gvrc | | 17 Mar 2023 09:38:02 am |
| 2 | Const-Data Entry Operator | Nagamani.S | | 18 Mar 2023 02:49:02 pm |
| 3 | Admin - Audit | Mahesh Kumar M | System Generated MRN Has Been Approved | 10 Apr 2023 12:56:52 pm |

TAX INVOICE



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

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

| Invoice No. NEE/4668/22-23 | Dated 15-Mar-23 |
|----------------------------------|----------------------------------|
| Delivery Note | Mode/Terms of Payment By Rtgs |
| Reference No. & Date. | Other References |
| Buyer's Order No. 20230314075 | Dated 14-Mar-23 |
| Dispatch Doc No. | Delivery Note Date |
| Dispatched through By Person | Destination Shop |
| Terms of Delivery | , |

| il | Description of Goods | HSN/SAC | Quantity | Rate | per | Disc. % | Amount |
|----|--|----------------------------------|--|--------------------------|------|---------|---------------------------------|
| , | 150sqmm ALS Lugs 25mm D/C Cable Gland 35mm D/C Cable Gland | 85369090 85389000 85389000 | 36.00 No's 10.00 No's 36.00 No's | 6.00 145.00 284.00 | No's | | 216.00 1,450.00 10,224.00 |
|) | John Dio Gasie Clare | | | | | | 11,890.00 |
| | Output CGST @ Output SGST @ Rour | | | 9 9 | % | | 1,070.10 1,070.10 (-)0.20 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| _ | | Total | 82.00 No's | | 1 | | ₹ 14,030.00 |

Amount Chargeable (in words)

INR Fourteen Thousand Thirty Only

E. & O.E

| HSN/SAC | Taxable | Ç | GST | SGS | T/UTGST | Total |
|----------|-----------|------|----------|------|----------|-----------------|
| | Value | Rate | Amount | Rate | Amount | Tax Amount |
| 85369090 | 216.00 | 9% | 19.44 | 9% | 19.44 | 38.88 |
| 85389000 | 11,674.00 | 9% | 1,050.66 | 9% | 1,050,66 | RISES 2, 101.32 |
| Total | 11,890.00 | | 1,070.10 | | 1,070,10 | 2,140,20 |

Tax Amount (in words): INR Two Thousand One Hundred Forty and Twenty PAISA Only

"TRUE COP

Company's Bank Details

Bank Name A/c No.

HDFC BANK 50200048602212

Branch & IFS Code : Paradise & HDFC0000042

for Navkar Electrical Enterprises

Declaration

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

Signatory