

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

Date: 26.02.24		Prepared by: V. RAVI		Serial no.	
Supplier name: Prathu Sanitary.				HO inward no.	
Firm/Company: G.V.R.C		Project: Innopolis.		HO received date	
PO/WO date: 04.04.23		PO/WO No: 20230404008		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS/23-24/21	06.04.23	3860.00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			3860.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 20230408011	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:			3860.00
Amount E – PO / WO value:			3860.00
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		01.03.24	
Remarks: find bill.			

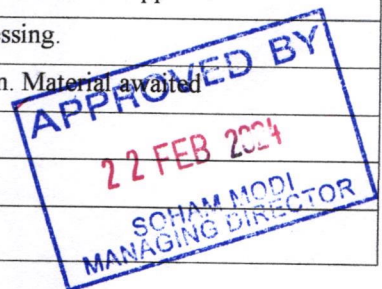
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		26.02.24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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

20230404008

PO no.:		PO date:	04.04.23	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	20230408011						
☐ 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:	fr	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 Raju.	Sign:	P. Praveen	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.	PS/23-24/21	06.04.23	3860-10	20230408011.			
2.							
3.							
4.							
5.							
Remarks: Need MD's Approval to do the final 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 SSLP 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:			



(DUPLICATE FOR TRANSPORTER)

Invoice No	Dated
PS/23-24/ 21	6-Apr-23
Delivery Note	
Invoice	
Reference No. & Date	Other References
	Credit
Buyer's Order No.	Dated
20230404008	5-Apr-23
Dispatch Doc No.	Delivery Note Date
Invoice	6-Apr-23
Dispatched through	Destination
Self	Thurkapally

Amount Chargeable (in words) ₹ 3,860.00
Indian Rupees Three Thousand Eight Hundred Sixty Only E. & O.E.

Tax Amount (in words) : **Indian Rupees Five Hundred Eighty Eight and Seventy Eight paise Only**



for Praful Sanitary

Authorized Signatory

This is a Computer Generated Invoice

Inward No: 11738	Di: 8/4/22
MRN No:	Di:
Received By: 	Sign: 
Home Valley Research Center Pvt. Ltd.	

M. R. N⁷

11738

20230408011

MRN Report

Project Name	Innopolis	PO Num	20230404008
Supplier Name	Praful Sanitary	PO Date	04 Apr 2023
MRN Num	20230408011	MRN Date	08 Apr 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	PLUM8014-Plumbing-Ball Cock-Elbow-50mm-Nos.	10.00	10.00	0.00	327.1	0%	18%	0%	9%	9%	3,860

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		08 Apr 2023 10:12:04 am
2	Purc-Data Entry Operator	Sai Shivani		08 Apr 2023 01:48:26 pm
3	Admin - Audit	Maresh Kumar M	System Generated MRN Has Been Approved	17 Apr 2023 02:47:30 pm

GST INVOICE

(ORIGINAL FOR RECIPIENT)

Praful Sanitary
3-6-429/6, SRI SAI TOWER,
St.No.4 HIMAYAT NAGAR
HYDERABAD
GSTIN/UIN: 36ACWPG4864A1ZG
State Name : Telangana, Code : 36
E-Mail : prafulsanitary@gmail.com

Buyer (Bill to)

GV Research Centers Private Limited
5-4-187/3&4, IInd Floor
Soham Mansion, M G Road
Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Invoice No.	Dated
PS/23-24/ 21	6-Apr-23
Delivery Note	
Invoice	
Reference No. & Date.	Other References
	Credit
Buyer's Order No.	Dated
20230404008	5-Apr-23
Dispatch Doc No.	Delivery Note Date
Invoice	6-Apr-23
Dispatched through	Destination
Self	Thurkapally

SI No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	50mm Cpvc Elbow	3917	18 %	10 No:	327.10	No:		3,271.00
	Output CGST							294.39
	Output SGST							294.39
	ROUNDING OFF							0.22
Total				10 No:				₹ 3,860.00

Amount Chargeable (in words)

Indian Rupees Three Thousand Eight Hundred Sixty Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
3917	3,271.00	9%	294.39	9%	294.39	588.78
Total	3,271.00		294.39		294.39	588.78

Tax Amount (in words) : **Indian Rupees Five Hundred Eighty Eight and Seventy Eight paise Only**Company's PAN : **ACWPG4864A**

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 : **Canara Bank**A/c No. : **1181201020289**Branch & IFS Code: **Banjara Hills & CNRB0001181**

for Praful Sanitary

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

"TRUE COPY"