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

| Supplier name Firm/Company | Shree Ram | Colerprises | | | | |
|----------------------------|-------------------------|----------------------|-------------------|------------------|--------------------|---------------------|
| | - | | • | | HO inward no. | |
| | G.V.R.C | Project | Innopolic | | HO received dat | е |
| PO/WO date | 08.05.23 | PO/WO No. | 2023050 | 1008 | Scan ID. | |
| SI no. | Bill no. | Bi | ll date | В | ill amount | Original attached |
| 1. | 303 | 12.09 | 5.23 | 3 | 86-10 | Yes 🗆 No |
| 2. | | | | | , | □ Yes □ No |
| 3. | | | | | | □ Yes □ No |
| 4. | | | | | | □ Yes □ No |
| Amount A – Bills to | otal (Excluding Trans | sport & Hamali Cha | rges): | | 3 | 86-10 |
| Proof of delivery by | way of: DCs/bill | □ Steel report □ R | MC pour report | □ Soli | d block report l | Installation report |
| MRN nos.: | 20230515 | 065 | | Proof of matches | | Yes 🗖 No |
| Amount B -Other C | Credits: Transportation | on charges | | | | |
| Amount C –Other D | Debits: | | | | | |
| Amount D (D=A+B | 3-C) – Amount to be | credited to the supp | lier: | | 3 | 386- W |
| Amount E – PO / W | O value: | | | | 3 | 86. OD |
| Amount F - Differe | nce (A – E): | | | | | NIL |
| Quantity received as | s per PO/WO | √□ Yes □ | Excess receive | ed 🗆 Sho | ort received Par | |
| Close PO / WO | | ☐ Yes □ | □ No – wait for 1 | balance | material Other | |
| Payment – due date | | 0 | 1.03.24. | | | |
| Remarks: | Lind | 5111. | | | | |
| | | | 13 | | | - |
| Approved by | Purchase Officer | Purchase Manager | M D | | Accountant | Accounts Manager |
| Name: | | V. RAVI | | | | |
| Sign: | | AU. | | | | |
| 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

20230508001

| PO no.: | | DO 1. | | | | T | 1 . | | |
|--|--|---|--|---------------|--------------|--|-------------|------------------------------------|-------------|
| 10110 | | PO date: | 08.05.23 | Red | q. no.: | | A | dvice Scan ID | |
| | PO available | □ Y/MN | Invoice available | original | □Y/□N | Copy availa | ble | POD available | □Y/□ N |
| Data requ | aired from site/e | engineers: | And Sale and | | | | | | |
| PO | os. related to | 2023 | 30515065 | | | | | | |
| | aterial received. | | Full material | | | | ateria | al not received. | |
| □ Close P | PO – Balance ma | aterial will b | e re-ordered by ne | w requisiti | on. | | | | |
| □ Cancel | PO. Material no | ot required. | □ Cancel PO | . Material | will be re | e-ordered by n | ew re | equisition | |
| □ Keep P | O open. Materia | al required. | □ Keep PO o | pen. Work | under p | rogress. | | | |
| Remarks | by engineer: | | | | | | | | |
| Notes: 1. Pr | rovide details of ma | terial received l | by way of separate attac scanned and sent to Ra | chment. 2. Pr | ovide scan | ned copy of DCs | /proof | of delivery + PO. 3. | Provide cop |
| Prepared | | | Sign: | 1 | 11 | Date: | 7 | 08.02.24. | |
| Data requ | ired from accou | ints: | | | 0, | | | | |
| | Checked | with E&D fo | or receipt of bills. | | | | | | |
| Bills no | ot received agair | | □ Part bill rece | eived agair | st this Po | O. □ All | bills 1 | received against | this PO. |
| □ Advanc | ce paid against ti | his PO | Amount paid: | | | Date of | | | |
| | part bill receive | | 1 | | | | | | |
| Sl. No. | Bill no. | | Bill date | | Rill a | mount | | Cr. given to s | unnlier |
| 1. | | | | | - Din t | | | C1. given to s | шррпст |
| 2. | | | | | | | | | |
| ₩. | | | | | | | | | |
| 3 | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | by Accountants | . 0.44 | | | | | | | |
| 4. Remarks l | by Accountants | out n | ot Received |) | | | | | |
| 4. Remarks l | by: Prav | een Raju | ot Received | | Charle hafa | Date: | | 0424. | |
| 4. Remarks l Prepared l Notes: 1. PO | by: Prav | een Raju | may have been processe | | Check before | re filling the abov | | 0424. | |
| 4. Remarks to Prepared to Notes: 1. Po | by: Pray Ds/WOs issued for the | een Raju urnkey works - | may have been processed | | Check before | | | 0424. | |
| 4. Remarks b Prepared b Notes: 1. PC Prepared b Remarks b | by: Pray Ds/WOs issued for to by: by Ravi + detail | een Raju urnkey works - | Sign: be approved: | | | Date: | | | |
| 4. Remarks b Prepared b Notes: 1. PO Prepared b Remarks b Sl. No. | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. | Yeen Raju urnkey works - | Sign: be approved: Bill date | ed by E&D. | Bill a | Date: | | MRN no. | |
| 4. Remarks b Prepared b Notes: 1. PO Prepared b Remarks b Sl. No. 1. | by: Pray Ds/WOs issued for to by: by Ravi + detail | Yeen Raju urnkey works - | Sign: be approved: | ed by E&D. | Bill a | Date: | | | O 65. |
| 4. Remarks between the Prepared between the Prepare | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. | Yeen Raju urnkey works - | Sign: be approved: Bill date | ed by E&D. | Bill a | Date: | | MRN no. | 065. |
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| 4. Remarks between the Rem | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. | Yeen Raju urnkey works - | Sign: be approved: Bill date | ed by E&D. | Bill a | Date: | | MRN no. | 065. |
| 4. Remarks between the Rem | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. | Yeen Raju urnkey works - | Sign: be approved: Bill date | ed by E&D. | Bill a | Date: | | MRN no. 202305150 | |
| 4. Remarks between the Rem | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. 30 | Yeen Raju umkey works - s of bills to 1 | Sign: be approved: Bill date | 2 7 | Bill a | Date: | e. | MRN no. 202305150 | |
| 4. Remarks b Prepared b Prepared b Remarks b Sl. No. 1. 2. 3. 4. 5. Remarks: | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. 30 | Yeen Raju urnkey works - s of bills to 1 | sign: be approved: Bill date 12.05 | 2 7 | Bill a | Date: mount 86 - W | e. | MRN no. 202305150 | |
| 4. Remarks beforepared before 1. PO Prepared | by: Pray Ds/WOs issued for the by: by Ravi + detail Bill no. 30 Need by: Ravi | Yeen Rajumkey works - s of bills to 1 A D'S be taken. | sign: Bill date 12.05 | 2 7 | Bill a | Date: Date: | e. | MRN no. 202305150 Process. | |
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(ORIGINAL FOR RECIPIENT) Tax Involce SHEEE RAM ENTERPRISES Dated Invoice No H NO 3-4-845/5, NEAR BJP OFFICE 12-May-23 BARKATPURA CHAMAN HYDERABAD 303 Mode/Terms of Payment TELANGANA-500027 **Delivery Note** Telangana - 500027, India GSTIN/UIN 36BFJPM1279J1Z2 Other References Reference No. & Date State Name Telangana, Code : 36 Contact: 9246500629,9000800043 Buyer's Order No Dated Consignee (Ship to) G V Reserch Centers Pvt Ltd Dispatch Doc No **Delivery Note Date** 5-4-187/384,2nd Floor,Soham Mansion,Mg Road, 20230508001 Secunderabad Dispatched through Destination Telangana - 500003, India 20230506035 GSTIN/UIN 36AAHCG4562D1ZP **Terms of Delivery** State Name Telangana, Code: 36 **TS10UB 8387** Buyer (Bill to) Krashma Raju G V Reserch Centers Pvt Ltd 5-4-187/3&4,2nd Floor,Soham Mansion,Mg Road, Secunderabad Telangana - 500003, India GSTIN/UIN 36AAHCG4562D1ZP State Name Telangana, Code: 36 SI Description of Goods HSN/SAC Quantity Rate Disc. % Amount No. Sudhakar Rigid F.T.A Pn-6 63mm-(251210551) 3917 **15 NOS** 59.00 NOS 63 % 327.45 CGST 29,47 SGST 29.47 Less. **ROUND OFF** (-)0.39MRN NO 2 20230515065 12/04 15/05/23 URN NO: CASTERS · Center PVL 186 Genome Valley Reca Total 15 NOS ₹ 386.00 Amount Chargeable (in words) E. & O.E INR Three Hundred Eighty Six Only HSN/SAC Taxable **Central Tax** State Tax Total Value Rate 3917 Amount Rate Amount Tax Amount 327.45 9% 29.47 9% 29.47 58.94 327.45 29,47 29.47 58.94 Tax Amount (in words): INR Fifty Eight and Ninety Four paise Only Company's Bank Details A/c Holder's Name : SHREE RAM ENTERPRISES Bank Name : Punjab National Bank A/c No. : 08521652000024 Branch & IFS Code: Geeta Nagar & PUNB0085210

Declaration

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

for SHREE RAM ENTERPRISES

Authorised Signato

This is a Computer Generated Involper SHREE RAM ENTERPRISES



MRN Report

| Project Name | Innopolis | PO Num | 20230508001 |
|---------------|-----------------------|-------------|-------------|
| Supplier Name | Shree Ram Enterprises | PO Date | 08 May 2023 |
| MRN Num | 20230515065 | MRN Date | 15 May 2023 |
| Vechicle Num | TSI0UB8387 | Received By | Roja |
| | | | |

| S.No | S.No Item Name | PO Quantity | Received qty | Balance qty | Rate | Discount | GST | IGST | SGST | CGST | Amount |
|------|-------------------------------------|----------------|--------------|--|---------|--|-----|------|-------------------------|---------------|--------|
| 1 | PLUM4959-Plumbing-PVC FAPT63mm-Nos. | 15.00 | 15.00 | 00.00 | 59.00 | 63% | 18% | %0 | %6 | %6 | 386 |
| | | | | | | | | | | | |
| Sno | Role | | User | | R | Remarks | | | D | Date And Time | 1e |
| 1 | Const-Data Entry Operator | Gvrc | | | | | | | 15 May 2023 04:26:49 pm | 04:26:49 pr | n |
| 2 | Purc-Data Entry Operator | Sai Shivani | | | | ANTINETRACIONAL BALLINES CONTROL CONTR | | 1 | 15 May 2023 05:49:29 pm | 05:49:29 pr | A |
| 3 | Admin - Audit | Mahesh Kumar M | | System Generated MRN Has Been Approved | d MRN H | as Been Approv | ,ed | - | 18 May 2023 11:51:05 am | 11:51:05 ar | 1 |