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.	20230623042	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0445	30.06.23	55,309-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	55,309-00

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	20230701015	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:	55,309-00
Amount E – PO / WO value:	104,869-00
Amount F – Difference (A – E):	49,560-00
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:	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

20230623042

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	20230701015.	
□ 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: All Matl Received.		

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 Raju	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/23-24/0445	30.06.23	55,309-00	20230701015.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to get certified true copy.

Prepared by: Ravi	Sign:	Date:

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:	

APPROVED BY
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

IRN 407f1c0f4cf4b89db6936a54f9c978f3abb54723b-bc5ffa5e1c865b98b7e570e
Ack No 112316672670019
Ack Date 30-Jun-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/23-24/0445	e-Way Bill No 151667058142	Dated **30-Jun-23**
Delivery Note		Mode/Terms of Payment
Reference No & Date		Other References
Buyer's Order No **20230623042**		Dated **23-Jun-23**
Dispatch Doc No		Delivery Note Date
Dispatched through **BY ROAD**		Destination **THURKAPALLY**
Bill of Lading/LR-RR No		Motor Vehicle No. **TS10UB8387**
Terms of Delivery		

Consignee (Ship to)
GV RESEARCH CENTER PVT LTD
INNOPOLIS
SY.NO 142,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

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc %	Amount
1	GLOSTER AL CONDUCT 4C*16 SQMM XLPE INDL CABLE	85446090	360.0000 Meters	372.00	Meters	65 %	46,872.00
	Output SGST 9%						4,218.48
	Output CGST 9%						4,218.48
	ROUND OFF						0.04
	Total		360.0000 Meters				₹ 55,309.00

Received By
S.K. RAJU
6281929265

E & O E

Amount Chargeable (in words)
INR Fifty Five Thousand Three Hundred Nine Only

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

MRN NO. 2093070101S

This is a Computer Generated Invoice

INWARD	
Inward No: 12452	Dt: 01/07/23
MRN No:	Dt:
Received By: NIMS	Sign:
Genome Valley Research Center Pvt. Ltd.	

MRN Report

Project Name	Innopolis	PO Num	20230623042
Supplier Name	Premier Engineering Corporation	PO Date	23 Jun 2023
MRN Num	20230701015	MRN Date	01 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	ELEC5176-Electrical-Aluminum Armored Cable-LT-3.5coreX70sqmm-mts	125.00	0.00	125.00	960.00	65%	18%	0%	9%	9%	0
2	ELEC6940-Electrical-Aluminum Armored Cable-LT-4coreX16sqmm-mts	360.00	360.00	0.00	372.00	65%	18%	0%	9%	9%	55,309

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		01 Jul 2023 11:40:46 am
2	Purc-Data Entry Operator	Sai Shivani		01 Jul 2023 02:47:06 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	05 Jul 2023 03:06:50 pm

Tax Invoice (TRIPLICATE FOR SUPPLIER) e-Invoice

IRN : 407f1c0f4cf4b89db6936a54f9c978f3abb54723b-bc5ffa5c1c865b98b7e570e
Ack No. : 112316672670019
Ack Date : 30-Jun-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
SY.NO.142,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.	e-Way Bill No.	Dated
PEC/23-24/0445	151667058142	30-Jun-23
Delivery Note		Mode/Terms of Payment
Reference No. & Date.		Other References
Buyer's Order No. 20230623042		Dated 23-Jun-23
Dispatch Doc No.		Delivery Note Date
Dispatched through BY ROAD		Destination THURKAPALLY
Bill of Lading/LR-RR No.		Motor Vehicle No. TS10UB8387
Terms of Delivery		

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	GLOSTER AL CONDUCT 4C*16 SQMM XLPE INDL CABLE	85446090	360.0000 Meters	372.00	Meters	65 %	46,872.00
	Output SGST 9%						4,218.48
	Output CGST 9%						4,218.48
	ROUND OFF						0.04
	Total		360.0000 Meters				₹ 55,309.00

214

MODI PROPERTIES PVT. LTD. SECBAD

6/7/23

Received By
S.K. RAJU
6281929265

E. & O.E

Amount Chargeable (in words)
INR Fifty Five Thousand Three Hundred Nine Only

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.

"TRUE COPY"

for PREMIER ENGINEERING CORPORATION

PREMIER ENGINEERING CORPORATION

Authorised Signatory

This is a Computer Generated Invoice