

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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Saja Sundeey Gunny Merchant.			HO inward no.	
Firm/Company	QVRC	Project	Sanopolis.	HO received date	
PO/WO date	25.02.23	PO/WO No.	20230725043	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	518	06.08.23	24,780.00	☐ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				24,780.00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230801066		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:				24,780.00	
Amount E – PO / WO value:				24,780.00	
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: final bill.					
Approved by	Purchase Officer	Purchase Manager	MD	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

20230725043

PQ no.:		PO date:	25.07.23	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	20230801066						
☐ 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:	08.04.23
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:			Sign:			Date:	
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.							
Prepared by:	Praveen Ravi		Sign:	[Signature]		Date:	20/04/24.
Remarks by Ravi + details of bills to be approved:							
Sl. No.	Bill no.	Bill date	Bill amount	MRN no.			
1.	518	06.08.23	24,780-00	20230801066.			
2.							
3.							
4.							
5.							
Remarks: Need MD's Approval to do the further process.							
Prepared by:	Ravi		Sign:	[Signature]		Date:	21/04/24.
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:	

APPROVED BY
22 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

GST No : 36BERPS5253MIZM

TAX INVOICE
BILL OF SUPPLY
CASH / CREDIT BILL

Cell : 9347580520

**SAYA SURENDER GUNNY MERCHANT**

Dealers in : Old, New, pp Woven Bags & Plastic Gunny Bags

5-2-802, Risaala Abdulla, Osmangunj, HYDERABAD- 500 012. (T.S.)



Buyer

M/s G.V Research Centre Pvt Ltd
Secunderabad - H.P.

No. 518

State Telangana State Code 36Date : 01/8/23GST/UID No: 36AAHCG4562D12P

Delivery Address

PO No. &
Order ThroughVehicle No/
Transport

State State Code

2023072
5043TS 100B
8387

GST/UID No.:

S.No	PARTICULARS	HSN CODE	QUANTITY	RATE	AMOUNT	
					Rs.	Ps.
①	Old Polythene Gun		5000	4.20	21000	∞
②	old poly Bn PP woven bags.					
MRN NO 20230801066						
INWARD						
Inward No: 12722		Dt: 01/8/23		Hamali		
MRN No:		Dt:		CGST @ 1890		
Received By: NTRAJ		Sign: [Signature]		SGST @ 1890		
Genome Valley Research Center Pvt. Ltd.				IGST @		
				TOTAL AMOUNT 24780		

Hamali

CGST @

SGST @

IGST @

TOTAL
AMOUNT

24780

Amount in Words :

TERMS & CONDITIONS :

Goods once sold will not be taken back

Interest will be charged @ 24% per annum if payment is not made on
or before 15 days

Our responsibility ceases on the delivery of the goods to the carries.

Subject to Hyderabad Jurisdiction only.

For. **SAYA SURENDER GUNNY MERCHANT**

Customer's Signature

MRN Report

Project Name	Innopolis	PO Num	20230725043
Supplier Name	Saya Surendar Gunny Merchant	PO Date	25 Jul 2023
MRN Num	20230801066	MRN Date	01 Aug 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	CEMT4746-Cement-Empty Bags---Nos.	5,000.00	5,000.00	0.00	4.2	0%	18%	0%	9%	9%	24,780

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		01 Aug 2023 04:48:25 pm
2	Purc-Data Entry Operator	Sai Shivani		02 Aug 2023 11:05:59 am
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	08 Aug 2023 03:47:23 pm

GST No : 36BERPS5253MIZM

TAX INVOICE
BILL OF SUPPLY
CASH / CREDIT BILL

Cell : 9347580520

**SAYA SURENDER GUNNY MERCHANT**

Dealers in : Old, New, pp Woven Bags & Plastic Gunny Bags



5-2-802, Risala Abdulla, Osmangunj, HYDERABAD- 500 012. (T.S.)

Buyer

M/s

G.V Research Centre Pvt Ltd
Secunderabad. H.R.O.

No. 518

State

Telangana.

State Code

36

Date : 01/8/23

GST/UID No:

36AAHC94562D12P

Delivery Address

State

State Code

GST/UID No.:

PO No. &
Order Through2023072
5043Vehicle No/
TransportTS 10UB
8387

S.No	PARTICULARS	HSN CODE	QUANTITY	RATE	AMOUNT	
					Rs.	Ps.
①	old plastic Gun		5000	4.20	21000-	00
②	old plastic Bag PP woven bags.					
					Hamali	
					CGST @	1890-00
					SGST @	1890-00
					IGST @	
					TOTAL AMOUNT	24780-00

TRUE COPY

Amount in Words :

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or before 15 days
Our responsibility ceases on the delivery of the goods to the carrier.
Subject to Hyderabad Jurisdiction only.

For. SAYA SURENDER GUNNY MERCHANT

Customer's Signature