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

Date:	26.02.24	Prepared by	V.RAVI	Serial no.	
Supplier name	SUN AGENCY			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	23.06.23	PO/WO No.	20230712039	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	188	13.07.23	20,375-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			NTD 20,375-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	20230713048	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:			20,375-00
Amount E – PO / WO value:			19,175-00
Amount F – Difference (A – E):			1200-00
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		28.02.24			
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

20230712039

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	20230713048.	
□ 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	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:	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 Raju.	Sign:	Date: 20/02/24.
Remarks by Ravi + details of bills to be approved:		

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	188	13.07.23	20,375-00	20230713048.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to do the futher 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 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

TAX INVOICE

Cell : 9912769501
9394753918

SUN AGENCY

Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals

A Division of Pidilite Industries Ltd. (FEVICOL)

H.No. 21-91, Shop No. 2, Street No. 10, Uttam Nagar, Malkajgiri,
Hyderabad - 500047. E-mail : sunagencyhyd@gmail.com, sunagencyhyd@yahoo.co.in

To, M/s. GST No. 36 AAHCG 4562 D1ZP
G.V. Research Centers Pvt Ltd
Delivery Location Innopolis Thurakapally

No. 188

Date 13/7/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1	Roof (T03) Vetrofix	3824 5090	20Kg	25	650.00	16250.00
	P.O NO 20230712039 MRN NO: 20230713048 Date 12/7/23					
	INWARD Inward No: 12630 Dt: 13/7/23 MRN No: Dt: Received By: NEHAS Sign: Genome Valley Research Center Pvt. Ltd.				9% SGST:	1462.50
					9% CGST:	1462.50
					IGST :	
	Rupees Twenty Thousand Three hundred seventy five Rupees only)				TOTAL A/c	19175.00 1200.00
	T NO. : 36AQCPM3317J1ZW					20375.00

Goods once sold will not be taken back
Payment should be made as per the terms, otherwise interest@24% per annum will be charged
Subject to Hyderabad Jurisdiction

Details :
Bank
nderabad Branch
No. : 004805011715
Code : ICIC0000048

TS09UC 4252
7981951035
6303632416

For SUN AGENCY

Authorised Signatory

MRN Report

Project Name	Innopolis	PO Num	20230712039
Supplier Name	Sun Agency	PO Date	12 Jul 2023
MRN Num	20230713048	MRN Date	13 Jul 2023
Vechicle Num	Ts09 uc4252	Received By	Roja

S.No	Item Name	PO Quantity	Received qty	Balance qty	Rate	Discount	GST	IGST	SGST	CGST	Amount
1	CHEM6602-Chemical-Tile Adhesive---20Kgs-Bag	25.00	25.00	0.00	650.00	0%	18%	0%	9%	9%	19,175

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		13 Jul 2023 05:21:19 pm
2	Purc-Data Entry Operator	Sai Shivani		14 Jul 2023 04:27:35 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	19 Jul 2023 01:40:11 pm

TAX INVOICE

SUN AGENCY

Cell : 9912769501
9394753918

SA

Authorised Wholesale Stockist : Dr. Fixit, Roff, Mykarment Consturction Chemicals

A Division of Pidilite Industries Ltd. (FEVICOL)

H.No. 21-91, Shop No. 2, Street No. 10, Uttam Nagar, Malkajgiri,
Hyderabad - 500047. E-mail : sunagencyhyd@gmail.com, sunagencyhyd@yahoo.co.in

To, M/s. GST No. 36AAHCG4562D1ZP

GV Reasearch Centre Pvt Ltd

Delviry : Shamirpet TURKAPALLY

No. 188

Date : 13/7/23

SL No.	Description	HSN Code	Packing Kg/Lt.	Qty.	Rate	Amount
1.	Vertofix J03	3824 5090	20kg	25No	650	16,250
	P.O. 202/307/120/39 12/7/23					
					9% SGST:	1462.50
					9% CGST:	1462.50
					IGST :	
(Rupees ....)					TOTAL	19175.00
GST NO. : 36AQCPM3317J1ZW					Auto 1200	20375.00

1. Goods once sold will not be taken back
2. Payment should be made as per the terms, otherwise interest@24% per annum will be charged
3. Subject to Hyderabad Jurisdiction

Bank Details :
ICICI Bank
Secunderabad Branch
A.C. No. : 004805011715
IFSC Code : ICIC0000048

"TRUE COPY"

SUN AGENCY HYD

For SUN AGENCY

Authorised Signatory