

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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Sate on site Products			HO inward no.	
Firm/Company	G.V.R.C	Project	Innapolis	HO received date	
PO/WO date	09.08.23	PO/WO No.	20230809031	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	50SP/31/23-24	12.08.23	15,456.00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				15,456.00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230817045		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:				15,456.00	
Amount E – PO / WO value:				15,456.00	
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		02.03.24,			
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

20230809031

PO no.:		PO date:	09.08.23	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	20230817045						
☐ 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:	Praveen Raju.	Sign:	P. Praveen R.	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.	5058/31/23-24	12.08.23	15,456-W	20230817045.			
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 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

(DUPLICATE FOR TRANSPORTER)



Safe On Site Products
Ground Floor H.No. 7-2-1087/2,
Suraj Nivas, Near Hindu Public School
Sanathnagar, Hyderabad
Telangana
GSTIN/UIN: 36BBDPJ7665M1Z3
State Name : Telangana, Code : 36
E-Mail : safeonsiteproducts@gmail.com

Invoice No.
80SP/31/23-24
Delivery Note

Reference No. & Date.

Buyer's Order No.
20230809031
Dispatch Doc No.

Dispatched through

By Person
Terms of Delivery

Dated
12-Aug-23
Mode/Terms of Payment
NEFT / RTGS
Other References

Dated
9-Aug-23
Delivery Note Date

Destination
Turkapally

Consignee (Ship to)

GV Research Centers Pvt. Ltd.

Innopolis

Sy No. 542 Genome Valley Turkapally

Hyderabad - 500078 Telangana

GSTIN/UIN : 36AAHCG4562D1ZP

State Name : Telangana, Code : 36

Buyer (Bill to)

GV Research Centers Pvt. Ltd.

5-4-187/3 & 4, 2nd Floor Soham Mansion

MG Road, Secunderabad - 500003

Telangana

GSTIN/UIN : 36AAHCG4562D1ZP

State Name : Telangana, Code : 36

Place of Supply : Telangana

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Safety Shoe (6402) Male Size 6 - 10 Pairs Size 7 - 10 Pairs Size 9 - 10 Pairs	6402	30 Pair	460.00	Pair		13,800.00
						6 %	828.00
						6 %	828.00
	Output CGST @ 6%						
	Output SGST @ 6%						
Total			30 Pair				₹ 15,456.00

MRN.No = 20230817045

INWARD	
Inward No. 12869	Dt: 17/8/23
MRN No:	Dt:
Received By: <i>Ashok</i>	Sign: <i>Ashok</i>
Genome Valley Research Center Pvt. Ltd.	

Amount Chargeable (in words)

INR Fifteen Thousand Four Hundred Fifty Six Only

E. & O.E

HSN/SAC	Taxable Value	CGST	SGST/UTGST	Total
6402	13,800.00	Rate 6% Amount 828.00	Rate 6% Amount 828.00	Tax Amount 1,656.00
Total	13,800.00	828.00	828.00	1,656.00

Tax Amount (in words) : **INR One Thousand Six Hundred Fifty Six Only**

Company's Bank Details

Bank Name : **HDFC BANK**

A/c No. : **50200083022982**

Branch & IFS Code: **Paradise Circle & HDFC0000042**

Declaration

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

for Safe On Site Products

Authorized Signatory



MRN Report

Project Name	Innopolis	PO Num	20230809031
Supplier Name	Safe On Site Products	PO Date	09 Aug 2023
MRN Num	20230817045	MRN Date	17 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	GENE1756-General Items-Safety Shoe Male--No 6-Nos.	10.00	10.00	0.00	460.00	0%	12%	0%	6%	6%	5,152
2	GENE3689-General Items-Safety Shoe Male--No 7-Nos.	10.00	10.00	0.00	460.00	0%	12%	0%	6%	6%	5,152
3	GENE8114-General Items-Safety Shoe Male--No 9-Nos.	10.00	10.00	0.00	460.00	0%	12%	0%	6%	6%	5,152

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		17 Aug 2023 01:33:36 pm
2	Purc-Data Entry Operator	Sai Shivani		17 Aug 2023 03:06:48 pm
3	Admin - Audit	Maresh Kumar M	System Generated MRN Has Been Approved	25 Aug 2023 04:35:58 pm

TAX INVOICE

**Safe On Site Products**

Ground Floor H.No. 7-2-1087/2,
Suraj Nivas, Near Hindu Public School
Sanathnagar, Hyderabad
Telangana
GSTIN/UIN: 36BBDPJ7665M1Z3
State Name : Telangana, Code : 36
E-Mail : safeonsiteproducts@gmail.com

Invoice No.

SOSP/31/23-24

Delivery Note

Reference No. & Date.

Buyer's Order No.

20230809031

Dispatch Doc No.

Dispatched through

By Person

Terms of Delivery

Dated

12-Aug-23

Mode/Terms of Payment

NEFT / RTGS

Other References

Dated

9-Aug-23

Delivery Note Date

Destination

Turkapally

Buyer (Bill to)

GV Research Centers Pvt. Ltd.

5-4-187/3 & 4, 2nd Floor Soham Mansion

MG Road, Secunderabad - 500003

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State Name : Telangana, Code : 36

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
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					6 %		828.00
					6 %		828.00
"TRUE COPY"							
Total			30 Pair				₹ 15,456.00

Amount Chargeable (in words)

E. & O.E

INR Fifteen Thousand Four Hundred Fifty Six Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
6402	13,800.00	6%	828.00	6%	828.00	1,656.00
Total	13,800.00		828.00		828.00	1,656.00

Tax Amount (in words) : **INR One Thousand Six Hundred Fifty Six Only**

Company's Bank Details

Bank Name : **HDFC BANK**A/c No. : **50200083022982**Branch & IFS Code : **Paradise Circle & HDFC0000042**

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and

for Safe On Site Products

Authorised Signatory

This is a Computer Generated Invoice