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

Date:	26-02-24	Prepared by	V. RAVI	Serial no.	
Supplier name	Navkar Electrical Enterprises.			HO inward no.	
Firm/Company	G.V.R.C	Project	Panyapolis.	HO received date	
PO/WO date	04.07.23	PO/WO No.	20230626002.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	NEE/1405/23-24.	04-07-23	6844-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6844-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 20230705050.	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:	6844-00
Amount E – PO / WO value:	6844-00
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: 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.

Praveen Raju.

Admin-Audit Division

20230626002 Form for closure of purchase order - Manual

PO no.:		PO date:		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	20230705050	
□ 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 Raju	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.	NEE/1405/23-24	04.07.23	6844-00	20230705050.
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to get Certified True copy.		
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

Navkar Electrical Enterprises Shop No.1141/B, 5-3-373 to 374 Opp Arya Samaj Mandir Gujarathi School Lane, R.P. Road Secunderabad-500003 GSTIN/UIN: 36BPCPB1957F1Z7 State Name : Telangana, Code : 36 E-Mail : navkarelectricals2014@gmail.com	Invoice No. **NEE/1405/23-24**	Dated **4-Jul-23**
	Delivery Note	Mode/Terms of Payment **By Rtgs**
	Reference No. & Date.	Other References
Buyer (Bill to) **G V Reserch Centers Pvt Ltd** 5-4-187/3&4, II Nd Floor, Soham Mansion, MG Road, Sec-Bad. GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **20230626002**	Dated **4-Jul-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **By Person**	Destination **Shop**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**4030 Junction Box 400x300x190**	8538	**4.00 No's**	1,450.00	No's		**5,800.00**
	Output CGST @ 9%			9	%		**522.00**
	Output SGST @ 9%			9	%		**522.00**
	Total		**4.00 No's**				**₹ 6,844.00**

MRN No → 20230705050

INWARD
Inward No: 12479 Dt: 05/7/23
MRN No: Dt:
Received By: NIRAJ Sign:
Genome Valley Research Center Pvt. Ltd.

E. & O.E

Amount Chargeable (in words)

INR Six Thousand Eight Hundred Forty Four Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8538	5,800.00	9%	522.00	9%	522.00	1,044.00
Total	**5,800.00**		**522.00**		**522.00**	**1,044.00**

Tax Amount (in words) : **INR One Thousand Forty Four Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200048602212**
Branch & IFS Code : **Paradise & HDFC0000042**

for Navkar Electrical Enterprises

NAVKAR ELECTRICAL ENTERPRISES SECUNDERABAD Ph: 66386602

Authorised Signatory

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

This is a Computer Generated Invoice

MRN Report

Project Name	Innopolis	PO Num	20230626002
Supplier Name	Navkar Electrical Enterprises	PO Date	23 Jun 2023
MRN Num	20230705050	MRN Date	05 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	ELEC6115-Electrical-Fiber Box--375X275X175mm-Nos.	4.00	4.00	0.00	1,450.00	0%	18%	0%	9%	9%	6,844

Sno	**Role**	**User**	**Remarks**	**Date And Time**
1	Const-Data Entry Operator	Gvrc		05 Jul 2023 04:02:24 pm
2	Const-Data Entry Operator	Nagamani.S		05 Jul 2023 04:40:45 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	06 Jul 2023 12:20:04 pm

TAX INVOICE

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	Delivery Note	Mode/Terms of Payment **By Rtgs**
	Reference No. & Date.	Other References
	Buyer's Order No. **20230626002**	Dated **4-Jul-23**
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E. & O.E

Amount Chargeable (in words)
INR Six Thousand Eight Hundred Forty Four Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8538	5,800.00	9%	522.00	9%	522.00	1,044.00
Total	**5,800.00**		**522.00**		**522.00**	**1,044.00**

Tax Amount (in words) : **INR One Thousand Forty Four Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200048602212**
Branch & IFS Code : **Paradise & HDFC0000042**

"TRUE COPY"

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

for Navkar Electrical Enterprises

Authorised Signatory

This is a Computer Generated Invoice