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	Innopolis.	HO received date	
PO/WO date	27.07.23	PO/WO No.	20230801012.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	NEE / 1894-23-24	04.08.23	991-10	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	991-10

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

MRN nos.:	20230805042.	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:	991-10
Amount E – PO / WO value:	991-10
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.

Admin-Audit Division

20230801012.

Form for closure of purchase order - Manual

PO no.:		PO date:	27.07.23	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	20230805042	
□ 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 Reju	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.	NEE/1894/23-24	04.08.23	991-60	20230805042
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval to do the further process.		
Prepared by: Ravi	Sign:	Date: 21/2/24.
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)* **e-Invoice**

IRN : 4c86a3241414a730117fe82d3d21c8adb42b4f62bac6-35dfe26c1afaecfd52c4
Ack No. : 112317032916514
Ack Date : 4-Aug-23

NEE

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/1894/23-24**	Dated **4-Aug-23**
Delivery Note	Mode/Terms of Payment **NEFT**
Reference No. & Date.	Other References
Buyer's Order No. **20230801012**	Dated **27-Jul-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through **By Person**	Destination **Thurkapally**
Terms of Delivery	

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
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**16a 3pin Socket (8536)**	8536	**6.00 No's**	80.00	No's		**480.00**
2	**16a 3pin Plug (8536)**	8536	**6.00 No's**	60.00	No's		**360.00**
							840.00
	Output CGST @ 9%			9	%		**75.60**
	Output SGST @ 9%			9	%		**75.60**
	Less : ***Round Off***						**(-)0.20**
	Total		**12.00 No's**				**₹ 991.00**

MRN No: 20230805042

INWARD
Inward No: 12768 Dt: 05/8/23
MRN No: Dt:
Received By: NIRAJ Sign:
Genome Valley Research Center Pvt. Ltd.

Amount Chargeable (in words) *E. & O.E*
INR Nine Hundred Ninety One Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
8536	840.00	9%	75.60	9%	75.60	151.20
Total	**840.00**		**75.60**		**75.60**	**151.20**

Tax Amount (in words) : **INR One Hundred Fifty One and Twenty PAISA Only**

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

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

for Navkar Electrical Enterprises

Authorised Signatory

SECUNDERABAD * NAVKAR ELECTRICAL ENTERPRISES

This is a Computer Generated Invoice

MRN Report

Project Name	Innopolis	PO Num	20230801012
Supplier Name	Navkar Electrical Enterprises	PO Date	27 Jul 2023
MRN Num	20230805042	MRN Date	05 Aug 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	ELEC8499-Electrical-Industrial Socket-Female-16A 3 Pin-Nos.	6.00	6.00	0.00	80.00	0%	18%	0%	9%	9%	566
2	ELEC5342-Electrical-Industrial Plug-Male-16A 3 Pin-Nos.	6.00	6.00	0.00	60.00	0%	18%	0%	9%	9%	425

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		05 Aug 2023 02:17:16 pm
2	Purc-Data Entry Operator	Sai Shivani		05 Aug 2023 03:43:31 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	10 Aug 2023 04:33:51 pm

TAX INVOICE

e-Invoice

IRN : 4c86a3241414a730117fe82d3d21c8adb42b4f62ba-c635dfe26c1afaecfd52c4

Ack No. : 112317032916514

Ack Date : 4-Aug-23

NEE

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/1894/23-24**	Dated **4-Aug-23**
Delivery Note	Mode/Terms of Payment **NEFT**
Reference No. & Date.	Other References
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Dispatch Doc No.	Delivery Note Date
Dispatched through **By Person**	Destination **Thurkapally**
Terms of Delivery	

Buyer (Bill to)
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5-4-187/3&4, II Nd Floor, Soham Mansion, MG Road, Sec-Bad.
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"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

NAVKAR ELECTRICAL ENTERPRISES ★ SECUNDERABAD Ph: 66386661 66386662

Authorised Signatory

This is a Computer Generated Invoice