

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

Date:	26.02.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Navkar Electrical Enterprise			HO inward no.	
Firm/Company	G.V.R.C	Project	Propolis	HO received date	
PO/WO date	28.06.23	PO/WO No.	2023063024	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	NEE/1404/23-24	04.07.23	7965 - w	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				7965 - w	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	20230705049		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:				7965 - w	
Amount E - PO / WO value:				7965 - w	
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:					
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

20230630024

PO no.:		PO date:	28.06.23	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	20230705049.						
☐ 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:	08.02.24	
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 Ryt	Sign:	[Signature]		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.	NCE/1404/23-24	04.02.23	7965 -10	20230705049.			
2.							
3.							
4.							
5.							
Remarks: Need MD's Approval to do the further process.							
Prepared by: Ravi		Sign: [Signature]			Date: 21/2/24		
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

Tax Invoice

(ORIGINAL FOR RECIPIENT)

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

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

Invoice No.
NEE/1404/23-24
 Delivery Note

Reference No. & Date.

Buyer's Order No.
20230630024
 Dispatch Doc No.

Dispatched through
By Person

Terms of Delivery

Dated

4-Jul-23

Mode/Terms of Payment

By Rtgs

Other References

Dated

4-Jul-23

Delivery Note Date

Destination

Shop

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	Junction Box 3525 300x250x120	7308	5.00 No's	1,350.00	No's		6,750.00
	Output CGST @ 9%				9 %		607.50
	Output SGST @ 9%				9 %		607.50
Total			5.00 No's				₹ 7,965.00

MRN No → 20230705049

INWARD	
Inward No: 12471	Dt: 05/7/23
MRN No:	Dt:
Received By: NIRA	Sign: 
Genome Valley Research Center Pvt. Ltd.	

Amount Chargeable (in words)

INR Seven Thousand Nine Hundred Sixty Five Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
7308	6,750.00	9%	607.50	9%	607.50	1,215.00
Total	6,750.00		607.50		607.50	1,215.00

Tax Amount (in words) : **INR One Thousand Two Hundred Fifteen Only**

Company's Bank Details

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

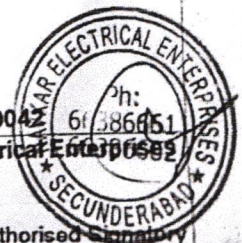
for Navkar Electrical Enterprises

Declaration

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

Authorised Signatory

This is a Computer Generated Invoice



MRN Report

Project Name	Innopolis	PO Num	20230630024
Supplier Name	Navkar Electrical Enterprises	PO Date	28 Jun 2023
MRN Num	20230705049	MRN Date	05 Jul 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	ELEC7700-Electrical-Fiber Box-- 350X250X150mm-Nos.	5.00	5.00	0.00	1,350.00	0%	18%	0%	9%	9%	7,965

Sno	Role	User	Remarks	Date And Time
1	Const-Data Entry Operator	Gvrc		05 Jul 2023 03:59:13 pm
2	Const-Data Entry Operator	Nagamani.S		05 Jul 2023 04:39:48 pm
3	Admin - Audit	Mahesh Kumar M	System Generated MRN Has Been Approved	06 Jul 2023 12:22:13 pm

TAX INVOICE



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 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/1404/23-24

Dated
4-Jul-23

Delivery Note

Mode/Terms of Payment
By Rtgs

Reference No. & Date.

Other References

Buyer's Order No.
20230630024

Dated
4-Jul-23

Dispatch Doc No.

Delivery Note Date

Dispatched through
By Person

Destination
Shop

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

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Total			5.00 No's				₹ 7,965.00

Amount Chargeable (in words)

E. & O.E

INR Seven Thousand Nine Hundred Sixty Five Only

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		Rate	Amount	Rate	Amount	
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