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

Date:	27.02.24	Prepared by	V.RAVI	Serial no.	
Supplier name	RITHVIK Electric pvt Ltd.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	-	PO/WO No.	Without PO	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	REPL/2021-22/475	21.12.2021	8920.80	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8920.80
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.:	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:	8920.80
Amount E – PO / WO value:	-
Amount F – Difference (A – E):	8920.80.
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	100 %. Advance Paid.

Remarks: After supplier reconciliation, the above mentioned Certified True copy to be taken in to Accounts.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		27.02.24			
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.

APPROVED BY
28 FEB 2024
SCHAM MODI
MANAGING DIRECTOR

REPL MSME (Registered)

TAX INVOICE

Invoice# REPL-2021-22/475

RITHVIK ELECTRIK PRIVATE LIMITED
10A, Type III, IE, TSIIC,
Prashanti Nagar, Kukatpally,
Hyderabad -500072,
040 48532953/ 9908266613/7702466613;
rithvikelectrik9@gmail.com

Bill To
GV RESEARCH CENTERS PRIVATE LIMITED
5-4-187/3, Soham mansion, MG Road, MG Road,
Secunderabad, Hyderabad, Telangana, 500003
Phone

Ship To
GV RESEARCH CENTERS PRIVATE LIMITED
Sy no-542,Genone Valley,Thurkapally,Hyderabad,
Telangana.
Mr.Sanjay-9502288244
$GV RESEARCH CENTERS PRIVATE LIMITED

Place Of Supply: Telangana (36)

RITHVIK ELECTRIK PRIVATE LIMITED
10A, Type III, IE, TSIIC,
Prashanti Nagar, Kukatpally,
Hyderabad Telangana
500072

Invoice Date	Terms	Due Date	P.O.#	COMPANY'S GSTN NO:	BUYER'S GSTN NO:
21/12/2021	Due on Receipt	21/12/2021	Verbal	36AAHCR4536N1ZV	36AAHCG4562D1ZP

#	Item & Description	HSN/SAC	Qty	Rate	Amount
1	H.S.N.C:854690 Vulcan 80(3.3 mtrs);Make:Transeal	854690	6.00	480.00	2,880.00
2	H.S.N.C:854690 Easi Repair(3 Mtrs);Make:Transeal	854690	6.00	780.00	4,680.00

Sub Total	7,560.00
CGST9 (9%)	680.40
SGST9 (9%)	680.40
Total	**8,920.80**
Balance Due	**8,920.80**

"TRUE COPY"

Total In Words: ***Rupees Eight Thousand Nine Hundred Twenty and Eighty Paise Only***

Notes
Naveen
Ref#Ravi Sir

Terms & Conditions

Declaration: We declare that this Invoice shows the actual price of the goods described. Goods sold once will not be taken back.Subjected to Hyderabad Jurisdiction only.
Interest @24% p.a will be charged on all bills if not settled with in due date

RITHVIK ELECTRIK PVT. LTD.

K Ashwini
Authorized Signature