

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

Date:	07.03.24	Prepared by	V. RAVI	Serial no.	
Supplier name	G.E. Traders.			HO inward no.	
Firm/Company	G.V.R.C	Project	Donopolis	HO received date	
PO/WO date	22.03.21	PO/WO No.	75787.	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	04	22.03.2021	1,24,080.00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				124,080.00	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	118550		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:				124,080.00	
Amount E – PO / WO value:				125,304.20	
Amount F – Difference (A – E):				1224.20	
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: find bill.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		07.03.24.			
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.

Form for closure of purchase order

PO no.: 75787	PO date: 28/03/2021	Req. no.: 163403	Advice Scan ID	
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO 118550				
☐ 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: close PO				
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: [Signature]	Date: 06/02/2024.	
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 150/-		Amount paid: 125,304.00	Date of payment: 22/03/24.	
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
Remarks by Accountants: bill not received				
Prepared by:		Sign: [Signature]	Date: 8.2.24	
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.	04	22.03.2021	124,080.00	118550
2.				
3.				
Remarks: Need MD's approval for enclosed certified True copy				
Prepared by: Ravi		Sign: [Signature]	Date: 08/02/2024.	
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
06 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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06-02-2024 10:17:20

Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/38&4, II nd Floor, Soham Manslon, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details

G.E.Traders
3-2-74,General Bazaar,Secunderabad-500003

GSTIN 36AHUPG2360G2Z8

9246540809

Doc No	75787	163402
Doc Date	22-03-2021	
Quote No	NIL	
Quote Date	22-03-2021	
SupplyType	Supply	

Kind Attn : Mr Sravan Goli

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2051 - Carpentry - hardware - Binding wire - 20 guage - kgs	1,517.00	70.00	0.00	18.00	125,304.20
Total Order Value . . .					125,304.20
Rupees : One Lakh(s) Twenty Five Thousand Three Hundred Four and Paise Twenty Only.					

Terms and Conditions :-

Specification /	All items shall be of ___ brand/company
Payment Terms	100% as advance
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Innapolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penalty For Delay	Nil
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Rs 1,25,304/-
Other Terms	Payment as per actual receipt of material.Above material for 2727slab-7 work purpose.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Delivery at Turkapally Contact Person Mr Venkatesh-9951007056.

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **G.E.Traders**

TAX INVOICE
Sec.23 of Rule 1(1)

G.E.TRADERS 3-2-74, General Bazar, Secunderabad - 500 003 GSTIN: 36AHUPG2360G2Z8 MOBILE No: 9246540209 E-Mail: stravankumargoli@gmail.com G.V.Research Centres (P) Ltd. 5-4-187/3, lind floor, M.G.Road, Secunderabad. GST No. 36AAHCG4562D1ZP	Invoice No.04	Dated:22-03-2021
	PO No.755787/163402 Dt.22-03-2021	Mode/Terms of Payment Immediate
	Supplier's Ref.	Other Reference(s)
	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through AP10V 6816	Destination
Delivery Sy.No.542 GENOME VALLEY Turakapally, Hyderabad Hyderabad.		

Reverse Chnrges Y/N

No.	Particulars Description of Services	HSN/SAC	Quantity	Rate	per	Amount
	M.S.Wire- 23Bundled	7217	1502.18	70=00	kg	105152.60
						105152.60
						CGST 9%
						SGST 9%
						IGST
Total						124080.07

E. & O.E

INR One lakh twenty four thousand eighty and ps seven only.

HSN/SAC		Taxable Value	Central Tax		State Tax		Interstate Tax	
			Rate	Amount	Rate	Amount	Rate	Amount
7217		105153	9%	9464	9%	9464		
Total		105152.60		9463.73		9463.73		

Declaration

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

Customer's Seal and Signature

"TRUE COPY"

Company's Bank Details

Bank Name : Canara Bank
 Account No. : 3115201001903
 Branch & IFS Code : R.P. Road
 CNRB0000617

For G. E. TRADERS

PROPRIETOR