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

Date:	23/02/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Johnson Lifts Pvt Ltd.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	29.08.22	PO/WO No.	91412.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	TG 0101230 1981	12.01.24	9,21,000.00	☑ Yes ☐ No
2.	TG 01012301980	12.01.24	2,30,250.00	☑ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	11,51,250.00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: Inwd no: 12031	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:	11,51,250.00
Amount E – PO / WO value:	54,45,000.00
Amount F – Difference (A – E):	42,93,750.00
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	Advance Paid.
Remarks: Paid bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]	[signature]		
Date		23/02/24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
25 MAR 2024
MANAGING DIRECTOR

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.

[signature] 2/4/24

Form for closure of purchase order

PO no.:	91412	PO date:	29/08/2022	Req. no.:	906220	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: Inwd No: 12031.

□ 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: Material recieved work under exxocation keep po open

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: Date: 21/02/2024

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 Amount paid: 42,07,250/- Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	TG1012300699,698,	19/7, 23/12,	33,42,499/-	Yes.
2.	12202368, 123009066	23/8, 23/12/23.		
3.	12202369			

Remarks by Accountants: this bill not at yet received (total PO balance - 13,81,501/-

Prepared by: Praveen Raju. Sign: Date: 21.02.24

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.	TG01012301981	12.01.2024	9,21,000-00	Inwd No: 12031
2.	TG01012301980	12.01.2024	2,30,250-00	" "
3.				

Remarks: Need MD's Approval for enclosed Invoice 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

NOTE:- After supplier reconciliation, the above pending Invoices to be take in Books of accounts

21/2/24

Form for closure of purchase order dt 09-03-23 ver5.docx

Purchase Order

 06-02-2024 14:57:47 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details				
Johnson Lifts Private Limited Plot No.B- 31,TIE, Balanager, Hyderabad - 500 037.		**Doc No**	91412	206220
		Doc Date	29-08-2022	
		Quote No	01080/E	
GSTIN 36AAACJ0838Q1Z7	23355894	**Quote Date**	15-07-2022	
23073881/82	9391010323/9391009191	**SupplyType**	Supply And Installation	

Kind Attn : Mr. R.V. Rajeshwar Rao/Mr. Alok Gupta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	556200 - EQPT-Equipment - Lift-- - 24pax - Nos *Sukranti-5stop-1.25mps speed - Block 4545-East side*	1.00	2,012,711.	0.00	18.00	2,374,999.99
2	564900 - EQPT-Equipment - Lift-- - - - Nos *16 pax, Sukranti-5stop-1.25mps speed - Atrium*	2.00	1,300,847.	0.00	18.00	3,070,000.01
					Total Order Value . . .	**5,445,000.00**

Rupees : Fifty Four Lakh(s) Fourty Five Thousand Only.

Terms and Conditions :-

Specification / As per your quote dtd. 15/07/2022 for Lift & our negotiated and agreed price email dated 27-08-2022, Model- Sukranti. Speed-1.25mps.

Payment Terms As per details given in the Letter of confirmation dt.29-8-22.

Tax All taxes included in above price.

Delivery Date Lift shall be deliverd by 1st week of November.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penality For Delay Nil

Transportation Included in the above price.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Johnson Lifts Private Limited***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

06-02-2024 14:57:47

Original / Office Copy / Purchase Div.Copy

Warranty	Comprehensive warranty including labour and parts upto one year from the date of commissioning.
Advance Paid	15% as advance along with purchase order Rs. 8,16,750/- through Cheque vide. ______(Part payment), dtd.
Other Terms	AMC charges shall be @4% of the PO value+GST per lift, for 1st year after warranty there after 5% increse on AMC charges per lift for 5years.
Completion Date	As per details given in the Letter of confirmation dt.29-8-22
Measurment	Nil
Security	You shall be responsible for your material at our site against theft or damage. Lockable rooms with keys shall be in
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.'

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Johnson Lifts Private Limited***

Name : ______________________

Name : ______________________

Date : __/__/____

TAX INVOICE

ORIGINAL FOR RECIPIENT

JOHNSON LIFTS PRIVATE LIMITED
PLOT NO. B-31 (PART),
TIE,
BALANAGAR,
HYDERABAD 500037
Phone : 040-23078881, 23078882, 23078883
State Code : 36 State : TELANGANA
GSTIN NO : 36AAACJ0838Q1Z7 PAN : AAACJ0838Q
E-Mail : info@johnsonliftsltd.com
Web : www.johnsonliftsltd.com

I.R.N: 1fcb7cb36d432903c223e05785b7ec81de92d6c17d38e94c5423c362108c6e95

Details Of Customer (Bill To)	Place of Supply / Delivery	Invoice Details
GV RESEARCH CENTERS PRIVATE LIMITED 0 SOHAM MANSION 5-4-187/3 & 4 M G ROAD M G ROAD SECUNDERABAD PIN: 500003 GSTIN No. 36AAHCG4562D1ZP State Code : 36 State : TELANGANA	**GV RESEARCH CENTERS PRIVATE LIMITED** GV RESEARCH CENTERS PRIVATE LIMITED BLOCK 4545, EAST SIDE, SY NO:542, GENOME VALLEY, THURKAPALLY HYDERABAD PIN: 500073 GSTIN No. 36AAHCG4562D1ZP State Code : 36 State : TELANGANA	GST Invoice No : TG01012301980 Date : 12-JAN-2024 Job No : L-R3383 Branch Code : TG01 Cust. Code : C94689 Ref No : TG01INMAJ240102046 Category : Works Contract Service Tax Payable under Reverse charge : NO

S.No	Description	HSN/SAC	Qty	Basic value	SGST		CGST	
1	Claim upto 90% against Supply and Erection of 1 No. JOHNSON 16 PASSENGER LIFT (1088 Kgs) Electric SUKRANTI STRETCHER Lift for your Building	995466	--	195127.12	9%	17561.44	9%	17561.44
				195127.12		17561.44		17561.44

Amount in words: Indian Rupees TWO LAKH THIRTY THOUSAND TWO HUNDRED FIFTY ONLY

Total Invoice Value 230250.00

1. Interest @ 18% per annum will be charged on all Invoices not paid within 30days from the date of invoice.
2. All Payments are to be made in favour of "JOHNSON LIFTS PRIVATE LIMITED" by Crossed Account Payee Cheque / Draft , Subject to Realization.
3. Cash Payment Will Not be Accepted.

4.Payment advice to be sent to Email: info@johnsonliftsltd.com

5. This is a computer generated Invoice. No manual signature required.

"TRUE COPY"

For Johnson Lifts Private Limited

M
PADMA
NABAN

Authorised Signatory

Address of Principal place of Business : Plot No.B-31 (Part), Tie Balanagar, Hyderabad 500037

Bank details : **KOTAK MAHINDRA BANK LTD., ANNA NAGAR BRANCH IFSC : KKBK0008488 A/C NO : JLIFTSTG01193871**

E.& O.E.

TAX INVOICE

ORIGINAL FOR RECIPIENT

JOHNSON LIFTS PRIVATE LIMITED
PLOT NO.B-31 (PART),
TIE,
BALANAGAR,
HYDERABAD 500037
Phone : 040-23078881, 23078882, 23078883
State Code : 36 State : TELANGANA
GSTIN NO : 36AAACJ0838Q1Z7 PAN : AAACJ0838Q
E-Mail : info@johnsonliftsltd.com
Web : www.johnsonliftsltd.com

I.R.N: ae934e4e813ddda8f9561dea4acd83a55977cfc956d00adbfd7ca84f394110c6

Details Of Customer (Bill To)	Place of Supply / Delivery	Invoice Details
GV RESEARCH CENTERS PRIVATE LIMITED 0 SOHAM MANSION 5-4-187/3 & 4 M G ROAD M G ROAD SECUNDERABAD PIN: 500003 GSTIN No. 36AAHCG4562D1ZP State Code : 36 State : TELANGANA	**GV RESEARCH CENTERS PRIVATE LIMITED** GV RESEARCH CENTERS PRIVATE LIMITED BLOCK 4545, EAST SIDE, SY NO:542, GENOME VALLEY, THURKAPALLY HYDERABAD PIN: 500073 GSTIN No. 36AAHCG4562D1ZP State Code : 36 State : TELANGANA	GST Invoice No : TG01012301981 Date : 12-JAN-2024 Job No : L-R3384 Branch Code : TG01 Cust. Code : C94689 Ref No : TG01INMAJ240102047 Category : Works Contract Service Tax Payable under Reverse charge : NO

S.No	Description	HSN/SAC	Qty	Basic value	SGST		CGST	
1	Claim upto 75% against Supply and Erection of 1 No. JOHNSON 16 PASSENGER LIFT (1088 Kgs) Electric SUKRANTI STRETCHER Lift for your Building	995466	–	780508.48	9%	70245.76	9%	70245.76
				780508.48		70245.76		70245.76

"TRUE COPY"

Amount in words: Indian Rupees NINE LAKH TWENTY ONE THOUSAND ONLY

Total Invoice Value 921000.00

1. Interest @ 18% per annum will be charged on all invoices not paid within 30days from the date of invoice.
2. All Payments are to be made in favour of "JOHNSON LIFTS PRIVATE LIMITED" by Crossed Account Payee Cheque / Draft , Subject to Realization.
3. Cash Payment Will Not be Accepted.
4. **Payment advice to be sent to Email: info@johnsonliftsltd.com**
5. This is a computer generated invoice. No manual signature required.

For Johnson Lifts Private Limited

M PADMA NABAN

Authorised Signatory

Address of Principal place of Business : Plot No.B-31 (Part), Tie Balanagar, Hyderabad 500037

Bank details : **KOTAK MAHINDRA BANK LTD., ANNA NAGAR BRANCH** IFSC : **KKBK0008488** A/C NO : **JLIFTSTG01193871**

E.& O.E.