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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	HESTIA.			HO inward no.	
Firm/Company	G.V.R.C	Project	Ionopolis.	HO received date	
PO/WO date	09.06.21	PO/WO No.	77425.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	Inv/ 21-22 /38	06.07.2021	19,74,292-10	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,74,292-10
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:	19,74,292-10
Amount E – PO / WO value:	34,75,658.14
Amount F – Difference (A – E):	15,01,366.14
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	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		23.02.24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
25 MAR 2024
SOHAM MODI
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.

APPROVED BY
24 FEB 2024
SOHAM MODI
MANAGING DIRECTOR

[signature] 25/03/24

~~Taxap~~ True copy is not signed!.

Form for closure of purchase order

PO no.: 77495	PO date:	09/06/2021	Req. no.:	163510	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: DC no: 000193, 000198, 000191, INV/21-22/66, 236, INV/21-

□ 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: [signature] Date: 24/01/2024

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 100%. Amount paid: 34,75,658-00 Date of payment: 12.06.21

Details of part bill received:

Part bills to be waiting

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	21-22/66	24.08.21	353,445-00	Yes.
2.	21-22/89	11.09.21	967,052-00	Yes.
3.	21-22/65	12.09.21	209,765-00	Yes.

Remarks by Accountants: bill not received.

Prepared by: Sign: A. Bolari 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.	Inv/21-22/38	06.07.21	19,74,292.	
2.				
3.				

Remarks: Need MD's approval for enclosed true copy.

Prepared by: Ravi Sign: [signature] Date: 06.02.24

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: 22 FEB 2024

APPROVED BY
SOHAM MODI
MANAGING DIRECTOR

Note:- After supplier reconcilation, the enclosed invoice missing in our books of accounts.

[signature] 21/2/24

Purchase Order

 24-01-2024 17:08:01 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			
Hestia 8-2-293, 2nd floor, 249-A, Road No-92, MLA Colony, Banjara Hills, Hyderabad, Telangana.5000034	**Doc No**	77425	163510
	Doc Date	09-06-2021	
	Quote No	Nil	
GSTIN 36AAMFH1012P1Z9	**Quote Date**	04-06-2021	
9849290876 9849290876	**SupplyType**	Supply	

Kind Attn : Karan Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9118 - Tiles - Grigio Serena - 1200mmx2400mm - Boxes	323.00	3,013.00	0.00	18.00	1,148,374.82
2	9119 - Tiles - Sofia Grey - 1200mmx2400mm - Boxes	323.00	3,013.00	0.00	18.00	1,148,374.82
3	9122 - Tiles - Prolith Grigio Scuro - 600mmx600mm - Boxes	865.00	577.50	0.00	18.00	589,454.25
4	9123 - Tiles - Prolith Grigio Chiaro - 600mmx600mm - Boxes	865.00	577.50	0.00	18.00	589,454.25
	Total Order Value . . .					**3,475,658.14**

Rupees : Thirty Four Lakh(s) Seventy Five Thousand Six Hundred Fifty Eight and Paise Fourteen Only.

Terms and Conditions :-

Specification /	Brand will be Ispira-Nexion, Rate per sft will be for 120x240 is Rs. 115, for 60x60 is Rs. 59 including GST, Box sft is for 120x240-30.92, for 60x60 is 11.55 sft
Payment Terms	100% advance payment
Tax	Included in the above prices
Delivery Date	With in 20 days
Delivery Location	Innopolis

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Hestia***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

24-01-2024 17:08:01

Original / Office Copy / Purchase Div.Copy

Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana

Phone. Nagamani(Engineer) - 7981951035

Penality For Delay	Rs. 1 per sft per day will be leveid if delivery is not happend in given time
Transportation	Nil
Warranty	Nil
Advance Paid	Rs. 34,75,658-00, by RTGS
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account above order is for 2727 purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Hestia***

Name : ______________________________ Name : ______________________________ Date : __/__/____

Tax Invoice

Hestiaa 8-2-293, 2nd floor, 249-A, Road NO 92, MLA Colony, Banjara Hills, Hyderabad Telangana 5000034 Telangana - 500034, India GSTIN/UIN: 36AAMFH1012P1Z9 State Name : Telangana, Code : 36 E-Mail : info@hestiaindia.com	Invoice No. **INV/21-22/38**	Dated **6-Jul-21**
	Delivery Note	Mode/Terms of Payment
Consignee (Ship to) **G V Research Centers Pvt Ltd** Sy No 542, Genome Vally, Thurkapally, Hyderabad, Telangana, India Telangana - India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Reference No. & Date. **INV/21-22/38 dt. 6-Jul-21**	Other References
	Buyer's Order No. **77425**	Dated **7-Jun-21**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination **Thurkapally**
Buyer (Bill to) **G V Research Centers Pvt Ltd** Sy No 542, Genome Vally, Thurkapally, Hyderabad, Telangana, India Telangana - India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36 Place of Supply : Telangana	Terms of Delivery	

Sl No.	No. & Kind of Pkgs.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1		**ISPIRA** *Grigio Serena 1200 x 2400mm* *270 Boxes + 53 Boxes*	69072100	**323 Box**	3,013.00	Box		**9,73,199.00**
2		**ISPIRA** *Prolith Grigio Chiaro 600 x 600mm* *403 Boxes 4pcs Packing - 15.40 Sft Per Box*	69072100	**403 Box**	770.00	Box		**3,10,310.00**
3		**ISPIRA** *Prolith Grigio Scuro 600 x 600mm* *15.40 Sft Per Box 506 Boxes*	69072100	**506 Box**	770.00	Box		**3,89,620.00**
								16,73,129.00
		CGST -9%			9	%		**1,50,581.61**
		SGST -9%			9	%		**1,50,581.61**
		Less : ***ROUND OFF***						**(-)0.22**
		Total		**1,232 Box**				**₹ 19,74,292.00**

Amount Chargeable (in words) *E. & O.E*

INR Nineteen Lakh Seventy Four Thousand Two Hundred Ninety Two Only

HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total
		Rate	Amount	Rate	Amount	Tax Amount
69072100	16,73,129.00	9%	1,50,581.61	9%	1,50,581.61	3,01,163.22
Total	**16,73,129.00**		**1,50,581.61**		**1,50,581.61**	**3,01,163.22**

Tax Amount (in words) : **INR Three Lakh One Thousand One Hundred Sixty Three and Twenty Two paise Only**

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

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200041771610**
Branch & IFS Code : **Begumpet Branch & HDFC0000621**

Customer's Seal and Signature

"TRUE COPY"

for Hestiaa

Authorised Signatory

This is a Computer Generated Invoice

G V Research Centers Pvt Ltd (23-24)

M G Road, Ranigunj
Secunderabad

SUP-HESTIA

Ledger Account

8-2-293,
2nd Floor,249-A,
Road No-92,
MLA Colony, Banjara Hills,
Hyderabad

1-Apr-23 to 21-Feb-24

Date		Particulars	Vch Type	Vch No.	Debit	Credit
1-Apr-23	To	**Opening Balance**			**19,51,604.00**	
	By	**Closing Balance**				19,51,604.00
					19,51,604.00	**19,51,604.00**

G V Research Centers Pvt Ltd (21-22)

M G Road, Ranigunj
Secunderabad

SUP-HESTIA

Ledger Account
8-2-293,
2nd Floor,249-A,
Road No-92,
MLA Colony, Banjara Hills,
Hyderabad

1-Apr-21 to 31-Mar-22

Date		Particulars	Vch Type	Vch No.	Debit	Credit
12-Jun-21	To	**BANK-ICICI BANK** *Chq.no:000591 Being chq issued to Hestia towards purchase of tiles (100% advance payment) against vide po.no:77425 Req. no:163510 dt:11.06.2021*	**Payment**	PAY/10411	34,75,658.00	
9-Sep-21	By	**Tiles, Granite, Etc. GST 18%** *Being amount credited to HESTIA towards purchase of Grigio serena,sofia grey,prolith grigio scuro against vide bill no:INV/21-22/66 inv dt:24.08.2021 po.no:77425 po.dt:09.06. 2021 scan id:85385*	**Purchase**	PUR/10518		3,53,445.00
6-Oct-21	By	**Tiles, Granite, Etc. GST 18%** *Being amount credit to Hestia towards purchase of boxes against inv no:#INV/21 -22/75 inv dt:31.08.2021 po.no:80037 po. dt:26.08.2021 scan id:87392*	**Purchase**	PUR/10662		74,010.00
22-Oct-21	To	**BANK-ICICI BANK** *Chq.no:000938 Being Chq issued to HESTIA towards purchase of Tiles against po. no:81846 po.dt:18.10.2021 Req.Id. no:164003 (50% advance payment)*	**Payment**	PAY/11415	86,000.00	
30-Oct-21	By	**Tiles, Granite, Etc. GST 18%** *Being amount credit to Hestia towards purchase of sofia grey 272 boxes against inv no:INV/21-22/89 inv dt:11.09.2021 po. no:77425 po.dt:04.06.2021 scan id:87387*	**Purchase**	PUR/10793		9,67,052.00
15-Dec-21	By	**Tiles, Granite, Etc. GST 18%** *Being amount credited to Hestia towards purchase of tiles ISPIRA vide bill no:INV/21 -22/94, dt:12.09.2021 vide po no:77425, dt:9.06.2021*	**Purchase**	PUR/11140		2,09,765.00
16-Mar-22	By	**Tiles, Granite, Etc. GST 18%** *Being amount credited to Hestia towards tiles vide bill no INV/21-22/247,bill date 8-03 -22,PO NO 81704,PO Date 18-10-21scan id 99260*	**Purchase**	PUR/12226		5,782.00
					35,61,658.00	16,10,054.00
	By	**Closing Balance**				19,51,604.00
					35,61,658.00	**35,61,658.00**

Tax Invoice

HESTIA 1 8-2-293, 2nd floor, 249-A, Road NO 92, MLA Colony, Banjara Hills, Hyderabad Telangana 5000034 GSTIN/UIN: 36AAMFH1012P1Z9 State Name : Telangana, Code : 36 E-Mail : info@hestiaindia.com	Invoice No. **INV/21-22/38**	Dated **6-Jul-21**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date. **INV/21-22/38 dt. 6-Jul-21**	Other References
Consignee (Ship to) **G V Research Centers Pvt Ltd** Sy No 542, Genome Vally Thurkapally, Hyderabad Telangana, India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **77425**	Dated **7-Jun-21**
	Dispatch Doc No.	Delivery Note Date
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							16,73,129.00
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Amount Chargeable (in words) *E. & O.E*

INR Nineteen Lakh Seventy Four Thousand Two Hundred Ninety Two Only

HSN/SAC	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
69072100	16,73,129.00	9%	1,50,581.61	9%	1,50,581.61	3,01,163.22
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Tax Amount (in words) : **INR Three Lakh One Thousand One Hundred Sixty Three and Twenty Two paise Only**

Company's Bank Details
A/c Holder's Name : **HESTIA**
Bank Name : **HDFC BANK**
A/c No. : **50200041771610**
Branch & IFS Code : **Begumpet Branch & HDFC0000621**

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

for HESTIA 1

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"