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

Date:	29.03.24	Prepared by	V.RAVI	Serial no.	
Supplier name	Premier Engg corporation.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	23.06.23	PO/WO No.	2023062304 2.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PEC/23-24/0634	04.08.23	49,560-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			49,560-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.:	12772.	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:			49,560-00
Amount E – PO / WO value:			104,869-00
Amount F – Difference (A – E):			55,309-00
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	30.03.24.		
Remarks:	final bill.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		29.03.24			
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.:	2023062 3 042	PO date:	23/06/23	Req. no.:	2023062 3008	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: 12772 & 12452 dtd 01/7/23 & 25/8/23.	
☐ 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: Full Material received 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: Bhavani	Sign: [signature]	Date: 26/03/2024

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:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	0445	30-06-23	55,309	
2.				
3.				

Remarks by Accountants:		
Prepared by: Ch. Divya	Sign: Divya	Date: 29/03/24.
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.	PEC/23-24/0634	04-08.23	49,560-00	12772.
2.				
3.				

Remarks: Need MD's Approval for enclosed Certified True copy.		
Prepared by: Ravi	Sign: [signature]	Date: 29/03/24

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: [signature]	

APPROVED BY
29 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

e-Invoice

IRN : 680635bbfa6e8334d3f943856b83327917dc-c0f7a1ff43a7ade11208fd8b130b
Ack No. : 112317032492519
Ack Date : 4-Aug-23

PREMIER ENGINEERING CORPORATION- 5-2-155 RP ROAD,Opp.Lakshmi Vilas Bank, Secunderabad,TS-500003 www.premierenggcorp.com Telangana - 500003, India GSTIN/UIN: 36AACFP6807A1ZL State Name : Telangana, Code : 36 E-Mail : sales@pechyd.com (cell:7288883664)	Invoice No. **PEC/23-24/0634**	Dated **4-Aug-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. **20230623042**	Dated **23-Jun-23**
Consignee (Ship to) **GV RESEARCH CENTER PVT LTD** Innopolis , Thurkapally, Hyderabad-500078 Telangana - 500078, India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Buyer (Bill to) **GV RESEARCH CENTER PVT LTD** 5-4-187/3&4,IIND FLOOR, SOHAM MANSION,MG ROAD, Telangana - 500003, India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**GLOSTER AL CONDUCT 3.5C*70SQMM XLPE CABLE**	85446090	125.0000 Meters	960.00	Meters	65 %	**42,000.00**
	Output SGST 9%			9	%		**3,780.00**
	Output CGST 9%			9	%		**3,780.00**
	Total		125.0000 Meters				**₹ 49,560.00**

INWARD
Grd No: 18778 Dt: 05/8/23
Inv No: Dt:
Received By: Niraj Sign:
G.V.R.C. PVT. LTD.

Amount Chargeable (in words) *E. & O.E*
INR Forty Nine Thousand Five Hundred Sixty Only

Company's Bank Details
Bank Name : **HDFC**
A/c No. : **27058020000011**
Branch & IFS Code : **SECUNDERABAD & HDFC0000042**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.
*Goods once sold will not be taken back or exchanged.

for PREMIER ENGINEERING CORPORATION-

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

Purchase.div Copy

From Company:	GV Research Centers Pvt. Ltd 5-4-187/3&4, IInd FloorSoham MansionM.G.Road Secunderabad,TELANGANA,500003 GSTNO:36AAHCG4562D1ZP	Delivery Location:	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Hyderabad,Telangana,500078 Madhu,7981951035

Supplier Details				
Premier Engineering Corporation 5-2-155 RP Road Secunderabad Hyderabad, TG, GSTIN:36AACFP6807A1ZL Mr. Desai., 27538811	PO No	20230623042	Quote No	Nil
	PO Date	23 Jun 2023	Quote Date	23 Jun 2023
	Supply Type	Purchase Order	Requisition Num	20230623008

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	ELEC5176-Electrical-Aluminum Armored Cable-LT-3.5coreX70sqmm-mts	125.00	960.00	65%	1,20,000	0%	9%	9%	0	10,800	10,800	49,560
2	ELEC6940-Electrical-Aluminum Armored Cable-LT-4coreX16sqmm-mts	360.00	372.00	65%	1,33,920	0%	9%	9%	0	12,053	12,053	55,309
								Total Amount ...	0	22,853	22,853	1,04,869

Rupees in words : One Lakh Four Thousand Eight Hundred And Sixty Nine Only.

Terms and Conditions:-

Additional Specifications	Towards transformer to 3600 and 4500 EB power supply work purpose. Delivery at GVRC, Contact person Mr. Madhan-7674097239
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2-3 days of PO
Delivery Location :	As given above.
Transport:	By Purchaser
Advance Paid :	Nil.

Tax Invoice *(ORIGINAL FOR RECIPIENT)* **e-Invoice**

IRN : **680635bbfa6e8334d3f943856b83327917dcc0-f7a1ff43a7ade11208fd8b130b**
Ack No. : **112317032492519**
Ack Date : **4-Aug-23**

PREMIER ENGINEERING CORPORATION- 5-2-155 RP ROAD,Opp.Lakshmi Vilas Bank, Secunderabad,TS-500003 www.premierenggcorp.com Telangana - 500003, India GSTIN/UIN: 36AACFP6807A1ZL State Name : Telangana, Code : 36 E-Mail : sales@pechyd.com (cell:7288883664)	Invoice No. **PEC/23-24/0634**	Dated **4-Aug-23**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No. **20230623042**	Dated **23-Jun-23**
Consignee (Ship to) **GV RESEARCH CENTER PVT LTD** Innopolis , Thurkapally, Hyderabad-500078 Telangana - 500078, India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
Buyer (Bill to) **GV RESEARCH CENTER PVT LTD** 5-4-187/3&4,IIND FLOOR, SOHAM MANSION,MG ROAD, SECUNDERABAD Telangana - 500003, India GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**GLOSTER AL CONDUCT 3.5C*70SQMM XLPE ARMORED CABLE**	85446090	125.0000 Meters	960.00	Meters	65 %	**42,000.00**
	Output SGST 9%			*9*	*%*		**3,780.00**
	Output CGST 9%			*9*	*%*		**3,780.00**
	Total		125.0000 Meters				**₹ 49,560.00**

E. & O.E

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 5600 Date 8/8/23 Sign.

Amount Chargeable (in words)
INR Forty Nine Thousand Five Hundred Sixty Only

Company's Bank Details
Bank Name : **HDFC**
A/c No. : **27058020000011**
Branch & IFS Code : **SECUNDERABAD & HDFC0000042**

Declaration
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for PREMIER ENGINEERING CORPORATION-

PREMIER ENGINEERING CORPORATION SEC'BAD

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"

Tax Invoice (TRIPLICATE FOR SUPPLIER) e-Invoice

IRN : 680635bbfa6e8334d3f943856b83327917dcc0f-7a1ff43a7ade11208fd8b130b
Ack No. : 112317032492519
Ack Date : 4-Aug-23

PREMIER ENGINEERING CORPORATION-
5-2-155 RP ROAD,Opp.Lakshmi Vilas Bank,
Secunderabad,TS-500003
www.premierenggcorp.com
GSTIN/UIN: 36AACFP6807A1ZL
State Name : Telangana, Code : 36
E-Mail : sales@pechyd.com (cell:7288883664)

Consignee (Ship to)
GV RESEARCH CENTER PVT LTD
Innopolis ,
Thurkapally
Hyderabad-500078
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
GV RESEARCH CENTER PVT LTD
5-4-187/3&4,IIND FLOOR
SOHAM MANSION,MG ROAD
SECUNDERABAD
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Invoice No. **PEC/23-24/0634**	Dated **4-Aug-23**
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	105						
	Output SGST 9%						**3,780.00**
	Output CGST 9%						**3,780.00**
	8/8/23						
	6281929265						
	Total		125.0000 Meters				**₹ 49,560.00**

Amount Chargeable (in words) *E. & O.E*
INR Forty Nine Thousand Five Hundred Sixty Only

Company's Bank Details
Bank Name : **HDFC**
A/c No. : **27058020000011**
Branch & IFS Code: **SECUNDERABAD & HDFC0000042**

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for PREMIER ENGINEERING CORPORATION-

Authorised Signatory

This is a Computer Generated Invoice