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

Date:	05.04.24	Prepared by	V.RAVI	Serial no.	
Supplier name	DOSHI BROTHERS.			HO inward no.	
Firm/Company	G.V.R.C	Project	Tompolis.	HO received date	
PO/WO date	24.02.22	PO/WO No.	85865	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB-3077	07/04/22	17,261-00	✓ □ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,261-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105833	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:	17,261-00
Amount E – PO / WO value:	17,261-00
Amount F – Difference (A – E):	NIL
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	50% Advance Paid.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		(signed)			
Date		05/04/24			
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.

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	85865	PO date:		Req. no.:		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	105833

□ 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: Nagamani Yadav	Sign: for	Date: 03.04.24
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: 8,630	Date of payment: 28/02/22
Details of part bill received:		

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: Bills not received against this PO.		
Prepared by: Bills Ch-Divya	Sign: Divya	Date: 03/04/24.
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.	DB-3077	07.04.2022	17,261-00	105833.
2.				
3.				
4.				
5.				

Remarks: After supplier reconciliation, the above missing invoice certified true copy to be got from vendor.		
Prepared by: Ravi	Sign:	Date: 03/4/24
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
03 APR 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 03-04-2024 15:35:36 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			
Doshi Brothers	**Doc No**	85865	164585
Ground floor 4-1-575/488-492, Troop bazar, Hyderabad- 500001	**Doc Date**	24-02-2022	
	Quote No	Q86221-1	
GSTIN 36AABFD2573Q1Z2	**Quote Date**	24-02-2021	
9885270300 9885270300	**SupplyType**	Supply	

Kind Attn : Vikram Doshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7321 - Plumbing - sanitary - Washbasin - other - nos *75374IN-1-0, Forefront Sq W/Deck*	2.00	12,190.00	40.00	18.00	17,261.04
	Total Order Value . . .					**17,261.04**

Rupees : Seventeen Thousand Two Hundred Sixty One and Paise Four Only.

Terms and Conditions :-

Specification /	Brand will be Kohler as mentioned.
Payment Terms	50% Advance balance after delivery
Tax	GST Included in the above prices
Delivery Date	With in 7 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Included in the above prices
Warranty	One year manufacturing warranty
Advance Paid	Rs. 8630.50/- by cheque/RTGS...............Dated..........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above ordr is for Cafeteria wash basin work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
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 ***Doshi Brothers***

Name : ______________________

Name : ______________________

Date : __/__/____

: 011260d054dade2414b2711c345e97f54c86c1a0b-
8f64e1b6e63b4dbfa247e8e
Ack No. : 112212850565486
Ack Date : 7-Apr-22

164585/87865

DOSHI BROTHERS
S.R.:4-1-488/492, Troop Bazar
Hyderabad -500001
GSTIN/UIN: 36AABFD2573Q1Z2
State Name : Telangana, Code : 36
E-Mail : doshi@doshibrothers.com

Consignee (Ship to)
M/S.GV RESEARCH CENTERS PRIVATE LIMITED
MG Road 5-4-187/3,Soham mansion MG Road
Secunderabad-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
M/S.GV RESEARCH CENTERS PRIVATE LIMITED
MG Road 5-4-187/3,Soham mansion MG Road
Secunderabad-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Invoice No: **DB-3077**	Dated: **7-Apr-22**
Delivery Note	Mode/Terms of Payment: **CREDIT**
Reference No. & Date.	Other References: **VVD**
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Part No.	Quantity Shipped	Quantity Billed	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	**Forefront Rectangular Vessel Lavatory with Single Faucet Hole**	6910	75374IN-1-0	2.00 Nos	**2.00 Nos**	14,384.20	12,190.00	Nos	40 %	**14,628.00**
	CGST									**1,316.52**
	SGST									**1,316.52**
	Less : ***Round Off Amt***									**(-)0.04**
	Total			**2.00 Nos**	**2.00 Nos**					**₹ 17,261.00**

Amount Chargeable (in words)
INR Seventeen Thousand Two Hundred Sixty One Only

E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
6910	14,628.00	9%	1,316.52	9%	1,316.52	2,633.04
Total	14,628.00		1,316.52		1,316.52	2,633.04

Tax Amount (in words) : **INR Two Thousand Six Hundred Thirty Three and Four paise Only**

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

for DOSHI BROTHERS

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 8886 Dt: 7/4/22
MRN No: 105823 7/4/22
Received By: R Sign: R
Genome Valley Research Center Pvt. Ltd.

"TRUE COPY"