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

Date:	23/05/24	Prepared by	V. RAVI	Serial no.	
Supplier name	J.D. Enterprises.			HO inward no.	
Firm/Company	G.V.R.C	Project	Panopolis	HO received date	
PO/WO date	24.02.22	PO/WO No.	85850.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	31.12.2021	187/21-22	19,116-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	19,116-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118587	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:	19,116-00
Amount E – PO / WO value:	19,116-00
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	100% Advanced Paid.
Remarks: Final bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		23/5/24			
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.: 55850		PO date: 04/02/2022		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	118557 .	
□ 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 P.O

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: 09/05/2024

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: 19,116	Date of payment: 03-01-2022

Details of part bill received:

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

Remarks by Accountants: Advance paid against this PO.

Prepared by: A. Praveen Rai	Sign:	Date:

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.	187 / 21-22	31.12.2021.	19,116-00	118557.
2.				
3.				

Remarks: Need MD's Approval to get certified True copy.

Prepared by: Ravi	Sign:	Date: 09/05/24.

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
17 MAY 2024
SOHAM MODI

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

Purchase Order

 09-05-2024 10:43:09 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			
J.D. Enterprises	**Doc No**	85850	164366
#10-1-544/5, Entrenchment RD, East Maredpally, Secunderabad - 500 026	**Doc Date**	24-02-2022	
	Quote No	Nil	
GSTIN 36ADAPB6165G1ZV	**Quote Date**	30-12-2021	
9347333102/9347523102	**SupplyType**	Supply	

Kind Attn : Mr. S.J. Basha

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4094 - Consumables - Rubber Sheet - Other - Sq.Mtrs	54.00	300.00	0.00	18.00	19,116.00
					Total Order Value . . .	**19,116.00**

Rupees : Ninteen Thousand One Hundred Sixteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation date.
Payment Terms	Ater delivery of material.
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for GI pipe at road crossings.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

INWARD	
Inward No: 7726	Dt: 03/01/25
MRN No: 11855	Dt: 03/01/22
Received By: NITRAS	Sign:
G.V.R.C. PVT. LTD.	

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For ***J.D. Enterprises***

Name : ______________

Name : ______________

Date : __/__/____

o/s

J.D. ENTERPRISES

10-1-544/6, Entrenchment Road, East Marredpally, Secunderabad - 500 026.
Cell : 9347333102. Email : jdenterprises55@yahoo.in

GSTIN : 36ADAPB6165G1ZV

☐ Original for Recipient
☐ Duplicate for Supplier/Transporter
☐ Triplicate for Supplier

INVOICE

Invoice No. : 187 ST/2021-2022
Invoice Date : 31.12.2021
State : Telangana | State Code : 36

Transportation Mode : Self
Vehicle Number : TS10UA0143
Date of Suppy :
Place of Supply : 9390536300

Details of Receiver | Billed to :

Name : G.V. Research Centers Private Limited
Address : Soham Mansion, 5-4-187/3, M.G. Road Secunderabad - 500003
GSTIN : 36AAHCG456...
State : Telangana | State Code : 36

Details of Consignee | Shipped to :

Name : G V Research Centers Pvt Ltd
Address : Sy.No. 542, Plot No.2 Genome Valley, Kolthur Telangana - 78
GSTIN :
State : | State Code :

Sr. No.	Name of Product	HSN ACS	UOM	Qty	Rate	Amount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount	Total
(1)	Pybkote 4mm x 150mm 06 Rolls (INC Mab)	6807	SQM	54	300	16200	9%	1458	9%	1458	–	–	2916
	Total					16200		1458		1458			2916

Total Invoice Amount In Words : Nineteen thousand one hundred and sixteen only

: Bank Details :
Bank Account Number :
Bank Branch IFSC :

: Terms and Conditions :

P.M.

JD ENTERPRISES * SECUNDERABAD-26 *
(Common Seal)

Total Amount Before Tax	16200
Add : CGST	1458
Add : SGST	1458
Add : IGST	–
Tax Amount : GST	2916
Total Amount After Tax	19116

Certified that the particulars given above are true and correct

JD Enterprises
Authorised Signatory

"TRUE COPY"

Scanned with OKEN Scanner