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

Date:	23/5/24	Prepared by	V. RAVI	Serial no.	
Supplier name	SUMMIT ENGINEERING Corporation			HO inward no.	
Firm/Company	G.V.R.C	Project	Ionopolis.	HO received date	
PO/WO date	. N.A.	PO/WO No.	NA	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	418/2022-23	08.8.23	17,003-00	□ Yes □ No
2.	402/2022-23	14.07.23	11,257-00	□ Yes □ No
3.	417/2022-23	08.08.23	10,276-00	□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	38,536-00
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:	38,536-00
Amount E – PO / WO value:	NA
Amount F – Difference (A – E):	NA
Quantity received as per PO /WO	□ Yes □ Excess received □ Short received □ Part received (NA)
Close PO / WO	□ Yes □ No – wait for balance material ☑ Other
Payment – due date	100%. Advance paid.
Remarks:	Through ~~meet~~ phone conversation urgent basis pumps have been repaired.

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.: NA	~~PO~~ date: 11/7, 14/7 & 8/8 2023.	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: Pumps repairing work done at summit Engg corporation.

MRN nos. related to PO	

☐ 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: Pumps Repairing work completed at Summit Engg Corporation

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: 08/05/2024

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: 37,153	Date of payment: 4-07-2023

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.

Prepared by: Praveen Raju	Sign: [signature]	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.	418/2022-23	08.08.23	17003-00	
2.	402/2022-23	14.07.23	11,257-00	
3.	417/2022-23	08.08.23	10,276-00	

Remarks: Need MD's Approval for enclosed Certified True copies.

Prepared by: Ravi	Sign: [signature]	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

Note:- After supplier reconciliation the enclosed to be taken into Accounts.

[signature] 9/5/24

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

TAX-INVOICE

Summit Engineering Corporation
H.O:5-5-26,Ranigunj,Secundrabad-500 003.
B.O:5-4-104/G2,Veerabadra Arcade,
M.G.Road,Ranigunj,Secundrabad-3.
GSTIN/UIN: 36AAHFS8927M1ZF
State Name : Telangana, Code : 36
Contact : 040-66175428/66715428,040-23447151
E-Mail : summitenggcorpn@gmail.com
www.summitenggcorpn.com

Invoice No. **418/2022-23**	Dated **8-Aug-22**
Delivery Note	Mode/Terms of Payment **Immediate**
Reference No. & Date. **418/2022-23 dt. 8-Aug-22**	Other References
Buyer's Order No. **Telephonic**	Dated **12-Jul-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination **Secunderabad**
Terms of Delivery	

Buyer (Bill to)
G V Reserch Centers Pvt Ltd
5-4-187/3&4,IInd Floor,Soham Mansion, M
G Road,Secunderabad-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36
Contact person : Mr.Krishnam Raju
Contact : 6284929265

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**VALVE KIT AV1 GENRAL A/C/T0 - 10.998.25.0.00** *VALVE KIT AV1 GENRAL A/C/T0*	84099911	18 %	**1 Nos**	428.81	Nos		**428.81**
2	**EXHAUST MANIFOLD TV1 STD. - 18.073.01.0.00** *EXHAUST MANIFOLD TV1 STD.*	84099990	18 %	**1 Nos**	254.24	Nos		**254.24**
3	**EXHAUST SILENCER - 13.047.02.0.00** *EXHAUST SILENCER*	84099990	18 %	**1 Nos**	429.66	Nos		**429.66**
4	**AIR INLET MANIFOLD - TV1 - 18.071.01.0.00** *AIR INLET MANIFOLD - TV1*	84099990	18 %	**1 Nos**	443.22	Nos		**443.22**
5	**B.019.3.00.003 BEARING C/R KIR TV1 - B.019.3.00.003** *B.019.3.00.003 BEARING C/R KIR TV1*	84833000	18 %	**1 Nos**	211.86	Nos		**211.86**
6	**L/P SET - TAF,1, 3+1, 87.5MM - 20.999.05.0.00** *L/P SET - TAF,1, 3+1, 87.5MM*	84099199	18 %	**1 Nos**	3,783.90	Nos		**3,783.90**
7	**CYL.HEAD GASKET TA (MS), 87.5 MM - 20.003.03.0.00** *CYL.HEAD GASKET TA (MS), 87.5 MM*	73182990	18 %	**1 Nos**	44.07	Nos		**44.07**
8	**SET OF JOINTS (G.P.)TAF1-Gear type pump - 20.188.10.0.00** *SET OF JOINTS (G.P.)TAF1-Gear type pump*	84841010	18 %	**1 Nos**	254.24	Nos		**254.24**
9	**FUEL PIPE-TANK TO FILTER(WIRE B - 10. 037.14.0.00** *FUEL PIPE (TANK TO FILTER) (WIR*	84099990	18 %	**1 Nos**	172.03	Nos		**172.03**
10	**FUEL PIPE-FILTER TO PUMP(WIRE B - 10.037.15.0.00** *FUEL PIPE-FILTER TO PUMP(WIRE B*	84099990	28 %	**1 Nos**	187.50	Nos		**187.50**
11	**LEAK OFF PIPE(N TO T)(WIRE BRAI - 12. 140.30.0.00** *LEAK OFF PIPE(N TO T)(WIRE BRAI*	84099990	18 %	**1 Nos**	90.68	Nos		**90.68**
12	**FUEL TANK AV1 (6.50 LTRS) - 18.011.01.0.00** *FUEL TANK AV1 (6.50 LTRS)*	84099990	18 %	**1 Nos**	1,679.66	Nos		**1,679.66**
13	**FUEL FILTER AV1.ASSLY - 10.034.30.0.00** *FUEL FILTER AV1.ASSLY*	84212300	18 %	**1 Nos**	427.97	Nos		**427.97**
14	**Wheels**	83022000	18 %	**4 Nos**	300.00	Nos		**1,200.00**
15	**Diesel Tank Cap**	84213100	18 %	**1 Nos**	76.27	Nos		**76.27**
16	**Oil (N)** *Diesel*	27101980	18 %					**500.00**
17	**K-Oil Pumpset 3.5 Ltr 82.020.10.1.04**	27101980	18 %	**1 Nos**	809.32	Nos		**809.32**
18	**Service Charges**	998719	18 %					**3,400.00**
								14,393.43
	SGST							**1,304.78**
	CGST							**1,304.78**

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continued to page number 2

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TAX-INVOICE(Page 2)

Summit Engineering Corporation H.O:5-5-26,Ranigunj,Secundrabad-500 003. B.O:5-4-104/G2,Veerabadra Arcade, M.G.Road,Ranigunj,Secundrabad-3. GSTIN/UIN: 36AAHFS8927M1ZF State Name : Telangana, Code : 36 Contact : 040-66175428/66715428,040-23447151 E-Mail : summitenggcorpn@gmail.com www.summitenggcorpn.com	Invoice No. **418/2022-23**	Dated **8-Aug-22**
	Delivery Note	Mode/Terms of Payment **Immediate**
	Reference No. & Date. **418/2022-23 dt. 8-Aug-22**	Other References
	Buyer's Order No. **Telephonic**	Dated **12-Jul-22**
	Dispatch Doc No.	Delivery Note Date
Buyer (Bill to) **G V Reserch Centers Pvt Ltd** 5-4-187/3&4,IInd Floor,Soham Mansion, M G Road,Secunderabad-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36 Contact person : Mr.Krishnam Raju Contact : 6284929265	Dispatched through	Destination **Secunderabad**
	Terms of Delivery	

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
	Roundoff							**0.01**
	Total			**19 Nos**				**₹ 17,003.00**

"TRUE COPY"

E. & O.E

Amount Chargeable (in words)
INR Seventeen Thousand Three Only

	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
	14,205.93	9%	1,278.53	9%	1,278.53	2,557.06
	187.50	14%	26.25	14%	26.25	52.50
Total:	**14,393.43**		**1,304.78**		**1,304.78**	**2,609.56**

Tax Amount (in words) : **INR Two Thousand Six Hundred Nine and Fifty Six paise Only**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30246642763**
Branch & IFS Code : **R.P.Road,Bible House. & SBIN0002788**

Company's PAN : **AAHFS8927M**

Summit Engineering Corpn. 5-4-104/G2 M.G. Road, Sec'bad-03

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

for Summit Engineering Corporation

Authorised Signatory

This is a Computer Generated Invoice

TAX-INVOICE

KOEL iGREEN

Summit Engineering Corporation
H.O:5-5-26,Ranigunj,Secundrabad-500 003.
B.O:5-4-104/G2,Veerabadra Arcade,
M.G.Road,Ranigunj,Secundrabad-3.
GSTIN/UIN: 36AAHFS8927M1ZF
State Name : Telangana, Code : 36
Contact : 040-66175428/66715428,040-23447151
E-Mail : summitenggcorpn@gmail.com
www.summitenggcorpn.com

Invoice No. **402/2023-24**	Dated **14-Jul-23**
Delivery Note	Mode/Terms of Payment **Immediate**
Reference No. & Date. 402/2023-24 dt. 14-Jul-23	Other References
Buyer's Order No. **Telephonic**	Dated **14-Jul-23**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination **Secunderabad**
Terms of Delivery	

Buyer (Bill to)
G V Reserch Centers Pvt Ltd
5-4-187/3&4,IInd Floor,Soham
Mansion, M G Road,Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36
Contact person : Mr.Krishnam Raju
Contact : 6284929265

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Packing Kit** *Small*	84099990	18 %	**1 Nos**	100.00	Nos		**100.00**
2	**Head Gasket**	84099949	18 %	**1 Nos**	180.00	Nos		**180.00**
3	**Push Rod Rubber**	73182990	18 %	**1 Nos**	240.00	Nos		**240.00**
4	**Diesel Pipe**	84099990	18 %	**3 Nos**	140.00	Nos		**420.00**
5	**Gov Assly**	84314990	18 %	**1 Nos**	450.00	Nos		**450.00**
6	**Air Bend**	84099949	18 %	**1 Nos**	350.00	Nos		**350.00**
7	**Ex.Manifold**	84099990	18 %	**1 Nos**	290.00	Nos		**290.00**
8	**Air Cleaner**	84213920	18 %	**1 Nos**	580.00	Nos		**580.00**
9	**Silencer**	84099191	18 %	**1 Nos**	480.00	Nos		**480.00**
10	**Spare Parts** *Big Patta Set*	84099990	18 %	**1 Nos**	320.00	Nos		**320.00**
11	**N/E/D**	84099990	18 %	**1 Nos**	1,750.00	Nos		**1,750.00**
12	**Stud** *5/16 Long Stud & Washer*	73181500	18 %	**2 Nos**	15.00	Nos		**30.00**
13	**Service Charges** *Head Grinding*	998719	18 %	**1 Nos**	400.00	Nos		**400.00**
14	**Service Charges** *Stud Removing*	998719	18 %	**2 Nos**	100.00	Nos		**200.00**
15	**Service Charges** *Pump Nozzle Testing*	998719	18 %	**1 Nos**	250.00	Nos		**250.00**
16	**Oil & Diesel**	27101980	18 %	**1 Nos**	1,150.00	Nos		**1,150.00**
17	**Loading/Unloading Charges**	995479	18 %	**1 Nos**	350.00	Nos		**350.00**
18	**Service Charges for Engine**	998719	18 %	**1 Nos**	2,000.00	Nos		**2,000.00**
								9,540.00
	SGST							**858.60**
	CGST							**858.60**
	Less : ***Roundoff***							**(-)0.20**
	Total			**22 Nos**				**₹ 11,257.00**

"TRUE COPY"

E. & O.E

Amount Chargeable (In words)
INR Eleven Thousand Two Hundred Fifty Seven Only

Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
9,540.00	9%	858.60	9%	858.60	1,717.20
Total: 9,540.00		858.60		858.60	1,717.20

Tax Amount (in words) : **INR One Thousand Seven Hundred Seventeen and Twenty paise Only**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30246642763**
Branch & IFS Code : **R.P.Road,Bible House. & SBIN0002788**

Company's PAN : **AAHFS8927M**

Summit Engineering Corpn. 5-4-104/G2 M.G. Road, Sec'bad-03.

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

for Summit Engineering Corporation

Authorised Signatory

This is a Computer Generated Invoice

TAX-INVOICE

Summit Engineering Corporation H.O:5-5-26,Ranigunj,Secundrabad-500 003. B.O:5-4-104/G2,Veerabadra Arcade, M.G.Road,Ranigunj,Secundrabad-3. GSTIN/UIN: 36AAHFS8927M1ZF State Name : Telangana, Code : 36 Contact : 040-66175428/66715428,040-23447151 E-Mail : summitenggcorpn@gmail.com www.summitenggcorpn.com	Invoice No. **417/2022-23** — Dated **8-Aug-22** Delivery Note — Mode/Terms of Payment **Immediate** Reference No. & Date. **417/2022-23 dt. 8-Aug-22** — Other References Buyer's Order No. **Telephonic** — Dated **11-Jul-22** Dispatch Doc No. — Delivery Note Date Dispatched through — Destination **Secunderabad** Terms of Delivery

Buyer (Bill to)
G V Reserch Centers Pvt Ltd
5-4-187/3&4,IInd Floor,Soham Mansion, M
G Road,Secunderabad-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36
Contact person : Mr.Krishnam Raju
Contact : 6284929265

Sl No.	Description of Goods and Services	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**FUEL TANK AV1 (6.50 LTRS) - 18.011.01.0.00** *FUEL TANK AV1 (6.50 LTRS)*	84099990	18 %	**1 Nos**	1,679.66	Nos		**1,679.66**
2	**AIR CLEANER WITH CLIP, TV1, TAF1 - 13.046.10.0.00** *AIR CLEANER WITH CLIP, TV1, TAF1*	84212300	18 %	**1 Nos**	678.81	Nos		**678.81**
3	**FUEL FILTER AV1.ASSLY - 10.034.30.0.00** *FUEL FILTER AV1.ASSLY*	84212300	18 %	**1 Nos**	427.97	Nos		**427.97**
4	**Air Bend**	84099949	18 %	**1 Nos**	443.22	Nos		**443.22**
5	**FUEL PIPE (TANK TO FILTER) (WIR - 10. 037.16.0.00** *FUEL PIPE (TANK TO FILTER) (WIR*	84099990	18 %	**1 Nos**	172.03	Nos		**172.03**
6	**FUEL PIPE-FILTER TO PUMP(WIRE B - 10.037.15.0.00** *FUEL PIPE-FILTER TO PUMP(WIRE B*	84099990	28 %	**1 Nos**	187.50	Nos		**187.50**
7	**LEAK OFF PIPE(N TO T)(WIRE BRAI - 12. 140.30.0.00** *LEAK OFF PIPE(N TO T)(WIRE BRAI*	84099990	18 %	**1 Nos**	90.68	Nos		**90.68**
8	**K-Oil Pumpset 3.5 Ltr 82.020.10.1.04**	27101980	18 %	**1 Nos**	809.32	Nos		**809.32**
9	**Wheels**	83022000	18 %	**4 Nos**	300.00	Nos		**1,200.00**
10	**Diesel Tank Cap**	84213100	18 %	**1 Nos**	76.27	Nos		**76.27**
11	**Set of Joints**	84099949	18 %	**1 Nos**	254.24	Nos		**254.24**
12	**CYL.HEAD GASKET TA (MS), 87.5 MM - 20.003.03.0.00** *CYL.HEAD GASKET TA (MS), 87.5 MM*	73182990	18 %	**1 Nos**	44.07	Nos		**44.07**
13	**Valve Kit**	84099911	18 %	**1 Nos**	428.81	Nos		**428.81**
14	**Service Charges**	998719	18 %	**1 Nos**	2,200.00	Nos		**2,200.00**
								8,692.58
	SGST							**791.70**
	CGST							**791.70**
	Roundoff							**0.02**
	Total			**17 Nos**				**₹ 10,276.00**

"TRUE COPY"

Amount Chargeable (in words) *E. & O.E*
INR Ten Thousand Two Hundred Seventy Six Only

	Taxable Value	CGST Rate	CGST Amount	SGST/UTGST Rate	SGST/UTGST Amount	Total Tax Amount
	8,505.08	9%	765.45	9%	765.45	1,530.90
	187.50	14%	26.25	14%	26.25	52.50
Total:	**8,692.58**		**791.70**		**791.70**	**1,583.40**

Tax Amount (in words) : **INR One Thousand Five Hundred Eighty Three and Forty paise Only**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30246642763**
Branch & IFS Code : **R.P.Road,Bible House. & SBIN0002788**

Company's PAN : **AAHFS8927M**

Summit Engineering Corpn. 5-4-104/G2 M.G. Road, Sec'bad-03.

for Summit Engineering Corporation

Authorised Signatory

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

This is a Computer Generated Invoice