

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

Date:	23/05/24	Prepared by	V. RAVI	Serial no.	
Supplier name	Yogeshwar Enterprises	HO inward no.			
Firm/Company	G.V.R.C	Project	Innapolis.	HO received date	
PO/WO date	17.04.23	PO/WO No.	20230417046	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	51/23-24/190	21.04.23	27,637-00	☐ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				27,637-00	
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:				27,637-00	
Amount E – PO / WO value:				27,637-00	
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% Advance paid.			
Remarks: find bill & close this PO.					
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
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 weightment 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.: <u>80830417</u>	PO date: <u>17/4/2023</u>	Req. no.: <u>80830417</u>	Advice Scan ID
Barcoded PO available ☐ Y/ ☒ N	Invoice original available ☐ Y/ ☒ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
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: <u>Full Material Received / Close PO</u>			
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: <u>Shivani</u>	Sign: <u>[Signature]</u>	Date: <u>09/05/2024</u>	
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: <u>27,637</u>	
Date of payment: <u>20-04-2023</u>			
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Cr. given to supplier			
Remarks by Accountants: <u>Advance paid against this PO.</u>			
Prepared by: <u>Praveen Ravi</u>	Sign: <u>[Signature]</u>	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
1.	<u>51/23-24/190</u>	<u>21.04.2023</u>	<u>27,637 - 00</u>
2.			
3.			
MRN no.			
Remarks: <u>Need MD's Approval to get certified true copy.</u>			
Prepared by: Ravi	Sign: <u>[Signature]</u>	Date: <u>09/05/24.</u>	
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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: <u>17 MAY 2024</u>	

APPROVED BY
17 MAY 2024
SOHAM MODI

**Yogeshwar Enterprises**

Shop No. 1 & 2, Plaza House, 61-A, M.G. Road Secunderabad.
State: Telangana, State Code:36.
Ph: 7075893154 E Mail: info@yogeshwarenterprises.in
Website : www.yogeshwarenterprises.in

GSTIN NO : 36ABHPV1294K1Z3

Authorised**Sales Invoice**

Invoice No : SI/23-24/190
Invoice Date : 21/04/2023
Sales Person : Nayan
Co Rep : Office
L-Delivery Note: DC:DN/23-24/160

Our Bank Details

Bank Name : ICICI BANK LTD
Branch Name : MG Road, Sec-bad.
IFSC Code : ICIC0001121
Account No : 112151000009
Type of Account : ODCC Current A/c
G Pay No: +917989216190
UPI ID: 7989216190@okbizaxis

Details of Consignee (Shipped To)

M/s. GV Discovery Centers Private Limited

Address: Sy no-542 Genome Valley Thurkapally Hyderabad

GST State: TELANGANA & 36

GSTIN: 36AAHCG4562D1ZP

PhoneNo: Email:

Details of Receiver (Billed To)M/s. GV ~~Discovery~~ Centers Private Limited

Address : 5-4-187/3 and 4, 2nd, Soham Mansion

M G Road, Secunderabad, Hyderabad, Telangana

State Name & Code: TELANGANA & 36

GSTIN : 36AAHCG4940K1ZC

Phone No : 9000172534 E Mail:

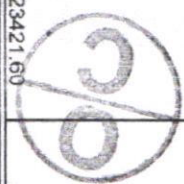
LR No: Order No: 20230417046

LR Date: Order Date: 19/04/2023

No Of Packages: Freight/Weight:

SNO	Item	HSN/SAC	UOM	Qty	Unit Price	Total Taxable Value	CGST	CGST Value	SGST	SGST Value	Amount
1	Legrand 8 Way VTPN DB 250A MCCB INC DD New	85371000	Nos	1.00	12220.80	12,220.80	9.00 %	1,099.87	9.00 %	1,099.87	14420.54
2	Legrand DPX3 200 A FP MCCB 25KA (2)	85366990	Nos	1.00	10760.80	10,760.80	9.00 %	968.47	9.00 %	968.47	12697.74
3	Legrand Spreader Links DPX 250 FP	85381010	Nos	1.00	440.00	440.00	9.00 %	39.60	9.00 %	39.60	519.20
Total					3.00	23421.60	23,421.60	2,107.94	2,107.94	2,107.94	27637.48

Received BY
S.K. RAJU
6281929265



Rupees in words : Twenty Seven Thousand Six Hundred Thirty Seven Only.

Terms & Conditions : PTO

Round off : 0.49
Total Amount : 27,637.00

IRN: 0b824a803f795c53f651331816e7208d01fa603444c307a9c84024e1430d7aa

Ack No 112315989598733

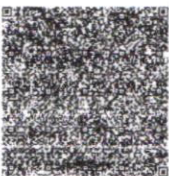
Ack Dt 2023-04-21 12:07:00

Thankyou for your Order !!!

Himanshu 12:06:59

For **Yogeshwar Enterprises**

Authorised Signature

**"TRUE COPY"**

Purchase Order

Originals

From Company:

GV Research Centers Pvt. Ltd
5-4-18/7/3&4, 11nd Floor Soham Mansion M.G.Road
Secunderabad, TELANGANA, 500003
GSTNO:36AAHCG4562D1ZP

Delivery Location: Innopolis

Sy no-542, Genome Valley, Thurtkapally, Hyderabad,
Hyderabad, Telangana, 500078
Madhu, 7981951035

Supplier Details

Yogeshwar Enterprises
Shop No. 1 & 2, Plaza House 61-A, M.G.Road Secunderabad.
Hyderabad, TG, 500003
GSTIN:36BHPV1294K1Z3
Mr. Nayan, 7075893154
sales@yogeshwarenterprises.in

PO No	20230417046	Quote No	SQ/23-24/60
PO Date	17 Apr 2023	Quote Date	17 Apr 2023
Supply Type		Requisition Num	20230417017

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount	
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT		
1	ELEC4381-Electrical-MCCB-- 200A-Nos.	1.00	11,200.80	0%	11,201	0%	9%	9%	0	1,008	1,008	13,217	
Addl Spec	with spreader links, Legrand make.												
2	ELEC8543-Electrical-DB VTPN-4 pole-8way-Nos.	1.00	12,220.80	0%	12,221	0%	9%	9%	0	1,100	1,100	14,421	
Addl Spec	Legrand make.												
Total Amount ...										0	2,108	2,108	27,637

Rupees in words : Twenty Seven Thousands Six Hundred And Thirty Seven Only.

Rupees in words : Twenty Seven Thousands Six Hundred And Thirty Seven Only.

Terms and Conditions:-

Additional Specifications

As per details given in the Quotation no: SQ/23-24/60, dtd. 17-04-2023. The above material is of Legrand make.

Tax :

Inclusive of GST and other taxes.

Delivery Date :

Ex stock or Within 3 days of PO.

