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	Innopolis.	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.	SI/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	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.: B0830417 046	PO date:	17/4/2023	Req. no.:	B0830417 017	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

□ 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: 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: 27,637 Date of payment: 20-04-2023

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 against this PO.

Prepared by: Praveen Palu Sign: Praveen 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.	SI/23-24/190	21.04.2023	27,637-00	
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

YOGESHWAR ENTERPRISES

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

Details of Receiver (Billed To)

M/s. GV ~~Discovery~~ Research 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:

Details of Consignee (Shipped To)

M/s. GV Discovery Centers Private Limited
Address: Sy no-542 Genome Valley Thurkapally Hyderbad
GST State: TELANGANA & 36
GSTIN: 36AAHCG4562D1ZP
PhoneNo: Email:

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

LR No: Order No: 20230417046 No Of Packages:
LR Date: Order Date: 19/04/2023 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	27.00	2,107.94	27.00	2,107.94	27637.48

Received By
S.K. RAJU
6281929265

C/O

Rupees in words : Twenty Seven Thousand Six Hundred Thirty Seven Only.
Round off : 0.49
Terms & Conditions : PTO
Total Amount : **27,637.00**

IRN: 0b824aa803f795c53f651331816e7208d01fa603444c307a9c84024e1430d7aa
Ack No 112315989598733
Ack Dt 2023-04-21 12:07:00

Thankyou for your Order !!!
Himanshu 12:06:59

For **Yogeshwar Enterprises**
SEC-BAD
Authorised Signature

"TRUE COPY"

Purchase Order

Origina

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				
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.

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.