

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

Date:	23/05/24	Prepared by	V. RAVI	Serial no.	
Supplier name	ROSH ELEVATORS			HO inward no.	
Firm/Company	GVRG	Project	Monopolis	HO received date	
PO/WO date	04.10.22	PO/WO No.	92568	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	REPL/00C/24-25	20.04.24	455,400.00	☒ Yes ☐ No
2.	REPL/00B/24-25	20.04.24	131,530.00	☒ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 586,930.00

Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	118552	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 586,930.00

Amount E – PO / WO value: 18,00,000.00

Amount F – Difference (A – E): 12,13,030.00

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

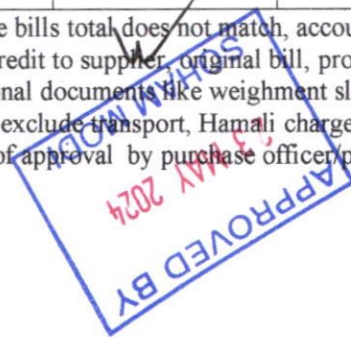
Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date 10.06.24

Remarks: find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		23.05.24			
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.

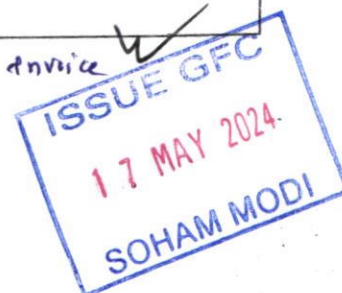


Form for closure of purchase order

PO no.: 98568	PO date: 04/10/2022	Req. no.: 806314	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 118552				
☐ 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: Shikhand		Sign: [Signature]	Date: 04/10/2024	
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: 14,81,530	Date of payment: 6-8-23	
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	REPL/0093/22-23	28-12-2022	2,64,600	
2.	REPL/0091/22-23	28-12-2022	10,80,000	
3.				
Remarks by Accountants:				
Prepared by: Praveen Rai		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.	REPL/006/24-25	20.04.24	455,400-00	118552.
2.	REPL/008/24-25	20.04.24	131,530-00	" "
3.				
Remarks: Need MD's Approval to get certified true copies & additional work done				
Prepared by: Ravi		Sign: [Signature]	Date: 09.05.24. this d.t.	
Advice by MD - action to be taken.				
☒ Get certified bill from supplier (not original).			☐ Prepare bill in SSLP 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:	

Note: After supplier reconciles the above mentioned invoice to be taken into BOB.

[Signature] 16/5/24.



Purchase Order

Page(s) 1 Of 1

06-05-2024 14:37:43

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			
Rosh Elevators Pvt Ltd 1-1-656/K/P/1/NR, PRASHANTH NAGAR, KUKATPALLY, HYDERABAD. GSTIN 36AAHCR2732C1ZO 9966011151	9966011151	Doc No	92568 206314
		Doc Date	04-10-2022
		Quote No	085R5
		Quote Date	04-10-2022
		SupplyType	Supply And Installation

Kind Attn : Seby Francis

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 261200 - EQPT-Equipment - Lift-- - 20pax - Nos Goods Lift - 1.5 Tonnes/7stops/1mps.	1.00	1,525,423.	0.00	18.00	1,800,000.00
Total Order Value . . .					1,800,000.00

Rupees : Eighteen Lakh(s) Only.

Terms and Conditions :-**Specification /** Rosh - Goods lift - 1.5 Tonnes/7 stops/1 mps. Specifications as per your quotation no: 085R5, dated: 04-10-2022.**Payment Terms** As per details given in the Letter of confirmation dt. 06-10-2022.**Tax** All taxes included in above price.**Delivery Date** 45 days from the date of PO with advance.**Delivery Location** Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035**Penalty For Delay** Nil.**Transportation** Included in the above price.**Warranty** 12 months from the date of commissioning.**Advance Paid** Rs: 2,70,000 by Cheque/RTGS. Cheque no: _____, dated _____.**Other Terms** We reserve the right to reject items not conforming to quality and specifications.**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 Invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

Intended for
MAN No: 118552

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rosh Elevators Pvt Ltd**

Name : _____

Name : _____

Date : __/__/__

Tax Invoice

ROSH ELEVATORS PVT LTD Balanagar, Near medplus lane, Kukatpally HYDERABAD GSTIN/UIN: 36AAHCR2732C1ZO State Name : Telangana, Code : 36 Contact : 9182059252 Buyer (Bill to) M/S. GV RESEARCH CENTERS PVT LTD 5-4-187/3&4, 2ND FLOOR SOHAM MANSION, MG ROAD, SECUNDERABAD-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Invoice No.	Dated
	REPL/006/24-25	20-Apr-24
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
	Buyer's Order No.	Dated 92568
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	JOB NO: REPL/HYD/397

Sl	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	LIFT MATERIAL	8431	1 SET	3,85,932.00	SET	3,85,932.00
	CGST9%				9 %	34,733.88
	SGST9%				9 %	34,733.88
	ROUND OFF					0.24
	Total		1 SET			₹ 4,55,400.00

Amount Chargeable (in words)

E. & O.E

INR Four Lakh Fifty Five Thousand Four Hundred Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8431	3,85,932.00	9%	34,733.88	9%	34,733.88	69,467.76
Total	3,85,932.00		34,733.88		34,733.88	69,467.76

Tax Amount (in words) : **INR Sixty Nine Thousand Four Hundred Sixty Seven and Seventy Six paise Only**

Declaration

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

for ROSH ELEVATORS PVT LTD

Authorised Signatory

This is a Computer Generated Invoice

Tax Invoice

ROSH ELEVATORS PVT LTD Balanagar, Near medplus lane, Kukatpally HYDERABAD GSTIN/UIN: 36AAHCR2732C1ZO State Name : Telangana, Code : 36 Contact : 9182059252	Invoice No. REPL/008/24-25	Dated 20-Apr-24
	Delivery Note	Mode/Terms of Payment
Buyer (Bill to) M/S. GV RESEARCH CENTERS PVT LTD 5-4-187/3&4, 2ND FLOOR SOHAM MANSION, MG ROAD, SECUNDERABAD-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Reference No. & Date.	Other References
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	Terms of Delivery	

Sl	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	LIFT MATERIAL	8431	1 SET	1,11,466.10	SET	1,11,466.10
	CGST9%				9 %	10,031.95
	SGST9%				9 %	10,031.95
Total			1 SET			₹ 1,31,530.00

Amount Chargeable (in words)

E. & O.E

INR One Lakh Thirty One Thousand Five Hundred Thirty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
8431	1,11,466.10	9%	10,031.95	9%	10,031.95	20,063.90
Total	1,11,466.10		10,031.95		10,031.95	20,063.90

Tax Amount (in words) : **INR Twenty Thousand Sixty Three and Ninety paise Only**

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

for ROSH ELEVATORS PVT LTD

Authorised Signatory

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ROSH ELEVATORS PVT LTD

Balanagar, Near medplus lane. Kukatpally

HYDERABAD

Contact : 9182059252

M/S. GV RESEARCH CENTERS PVT LTD

Ledger Account

5-4-187/3&4, 2ND FLOOR SOHAM MANSION,

MG ROAD, SECUNDERABAD-500003

1-Apr-22 to 13-Feb-24

Date	Particulars	Vch Type	Vch No.	Debit	Credit
24-Dec-21	Dr ICICI BANK	Receipt			450000.00 ✓
12-Mar-22	SALES	sales	REPL/104/21-22	675000	
23-Mar-22	Dr ICICI BANK	Receipt			225000.00 ✓
18-Apr-22	Dr ICICI BANK	Receipt	14		470000.00 ✓
20-Oct-22	Cr SALES	Sales	REPL/0064/22-23	225000	
25-Oct-22	Dr ICICI BANK	Receipt			270000.00 ✓
06-Dec-22	Dr ICICI BANK	Receipt	24		1080000.00 ✓
28-Dec-22	Cr SALES	Sales	REPL/0091/22-23	1080000	
28-Dec-22	Cr SALES	Sales	REPL/0093/22-23	264600	
27-Feb-23	Dr ICICI BANK	Receipt	76		495000.00 ✓
07-Mar-23	Dr ICICI BANK	Receipt	84		131530.00 ✓
20-Apr-24	Cr SALES	Sales	REPL/006/24-25	✓ 455400	✗
20-Apr-24	Cr SALES	Sales	REPL/007/24-25	470000	✗
20-Apr-24	Cr SALES	Sales	REPL/008/24-25	131530	✗
				3301530.00	3121530.00
	Dr	Balance Amount			180000.00

Books of accounts were
verified. Tick bills were
received. Cross bills were not
received

no:

Sign: *A. Patel*Date: *9-5-24*

Po No:-

Job No-

Tax Invoice

ROSH ELEVATORS PVT LTD

Balanagar, Near medplus lane. Kukatpally
HYDERABAD

GSTIN/UIN: 36AAHCR2732C1ZO

State Name : Telangana, Code : 36

Contact : 9182059252

Buyer (Bill to)

M/S. GV RESEARCH CENTERS PVT LTD

5-4-187/3&4, 2ND FLOOR SOHAM MANSION,
MG ROAD, SECUNDERABAD-500003

GSTIN/UIN : 36AAHCG4562D1ZP

State Name : Telangana, Code : 36

Invoice No.

REPL/006/24-25

Delivery Note

Reference No. & Date.

Buyer's Order No.

Dispatch Doc No.

Dispatched through

Terms of Delivery

Dated

20-Apr-24

Mode/Terms of Payment

Other References

Dated

Delivery Note Date

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Total

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Delivery Note

Dated

20-Apr-24

Mode/Terms of Payment

Reference No. & Date.

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Dispatched through

Destination

Terms of Delivery

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CGST9%

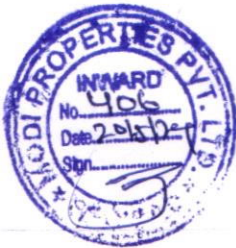
9 %

10,031.95

SGST9%

9 %

10,031.95



Total

1 SET

₹ 1,31,530.00

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