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	GVRC	Project	Innopolis	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/006/24-25	20.04.24	455,400-00	☑ Yes □ No
2.	REPL/008/24-25	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
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):			12,13,070-00
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:	final bill & close this Po.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
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.

APPROVED BY
SOHAM MODI
23 MAY 2024

Form for closure of purchase order

PO no.: 98568	PO date: 04/10/2022	Req. no.: 206314	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: 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 recieved / 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: 04/05/2024

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: 14,81,530	Date of payment: 6-03-23

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 Raju	Sign: A.Praveen Raj	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 this d.t.

Prepared by: Ravi	Sign:	Date: 09.05.24.

16/5/24.

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:

NOTE: After supplier reconcilation the above mentiond invoice to be taken in to BOA.

9/5/24.

ISSUE GFC
17 MAY 2024
SOHAM MODI

Purchase Order

 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.	**Doc No**	92568	206314
	Doc Date	04-10-2022	
	Quote No	085R5	
GSTIN 36AAHCR2732C1ZO	**Quote Date**	04-10-2022	
9966011151 9966011151	**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
Penality 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.

~~Indented No:~~ MRN No: 18552

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,Nearmedpluslane.Kukatpally HYDERABAD GSTIN/UIN: 36AAHCR2732C1ZO State Name : Telangana, Code : 36 Contact : 9182059252	Invoice No. **REPL/006/24-25**	Dated **20-Apr-24**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
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	Buyer's Order No.	Dated 92568
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	JOB NO: REPL/HYD/397

Sl No.	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,Nearmedpluslane.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
	Reference No. & Date.	Other References
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	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	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 Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total 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**

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

ROSH ELEVATORS PVT LTD

Balanagar,Nearmedpluslane.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

Name:

Sign: A. Rao

Date: 9-5-24

Po No:-

Jobno-

Tax Invoice

ROSH ELEVATORS PVT LTD Balanagar,Nearmedpluslane.Kukatpally HYDERABAD GSTIN/UIN: 36AAHCR2732C1ZO State Name : Telangana, Code : 36 Contact : 9182059252	Invoice No. **REPL/006/24-25**	Dated **20-Apr-24**
	Delivery Note	Mode/Terms of Payment
	Reference No. & Date.	Other References
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	Buyer's Order No.	Dated
	Dispatch Doc No.	Delivery Note Date
	Dispatched through	Destination
	Terms of Delivery	

Sl No.	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**

MODI PROPERTIES PVT. LTD. INWARD No. 404 Date 20/5/24 Sign.

Amount Chargeable (in words) *E. & O.E*

INR Four Lakh Fifty Five Thousand Four Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax 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

ROSH ELEVATORS PRIVATE LIMITED Hyderabad

Authorised Signatory

This is a Computer Generated Invoice

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Tax Invoice

ROSH ELEVATORS PVT LTD
Balanagar,Nearmedpluslane.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/008/24-25**	Dated **20-Apr-24**
Delivery Note	Mode/Terms of Payment
Reference No. & Date.	Other References
Buyer's Order No.	Dated
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Sl No.	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**

MODI PROPERTIES PVT. LTD. INWARD No. 406 Date 20/5/2 Sign.

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 Tax Amount
		Rate	Amount	Rate	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**

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

ROSH ELEVATORS PRIVATE LIMITED Hyderabad

Authorised Signatory

This is a Computer Generated Invoice