

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	G.V.R.C	Project	Empolis	HO received date	
PO/WO date	12.04.22	PO/WO No.	87362	Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	REPL / 007 / 24-25	20.04.24	470,000 - 00	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A - Bills total (Excluding Transport & Hamali Charges):				470,000 - 00	
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	118556.		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:				4,70,000 - 00	
Amount E - PO / WO value:				470,000 - 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		23/05/24			
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.

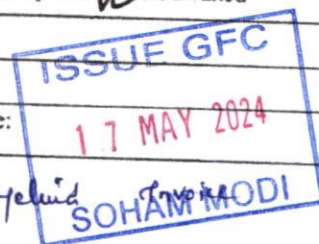
APPROVED BY
23 MAY 2024

Form for closure of purchase order

PO no.: 87362	PO date: 18/04/2024	Req. no.: 164838	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 118556			
☐ 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: [Signature]	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 100%.		Amount paid: 4,70,000	
		Date of payment: 14-04-22	
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants: Advance paid against this PO			
Prepared by:		Sign:	Date:
Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.			
Prepared by: Pooja Rai		Sign: A. Pooja	Date:
Remarks by Ravi + details of bills to be approved:			
Sl. No.	Bill no.	Bill date	Bill amount
1.	REPL/007/24-25	20.04.24	470,000.00
2.			
3.			
Remarks: Need MD's Approval to get certified True copy.			
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:

NOTE: After supplier reconciliation, the above details to be taken into BOA.

[Signature]
9/5/24



Purchase Order

Page(s) 1 Of 1

09-05-2024 10:29:09

Original / Office Copy / Purchase Order 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	87362	164838
Doc Date	12-04-2022	
Quote No	REPL/04	
Quote Date	06-04-2022	
SupplyType	Supply And Installation	

Kind Attn : Seby Francis

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 6154 - Miscellaneous - Controller - NA - Nos 35A(Ampere) controller set with Harness kit	1.00	398,305.5	0.00	18.00	470,000.49
Total Order Value . . .					470,000.49

Rupees : Four Lakh(s) Seventy Thousand and Paise Fourty Nine Only.

Terms and Conditions :-

Specification / 35A(Ampere) controller set with Harness kit, Man power also included in the above prices and all the terms and conditions as per the quote REPL/04/21-22, Dated- 6-4-22

Payment Terms 100% Advance payment

Tax GST included in the above prices

Delivery Date Delivery With in 2 weeks and instalation with in 2 weeks

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Nil

Warranty One year

Advance Paid Rs. 4,70,000-00, by cheque.....

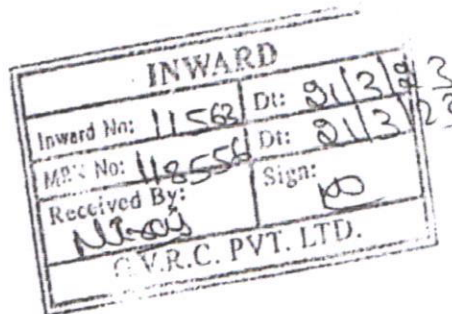
Other Terms We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for 2727 service lift purpose

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 invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email'



For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Rosh Elevators Pvt Ltd**

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. REPL/007/24-25	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		

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	LIFT MATERIAL	8431	1 SET	3,98,305.08	SET	3,98,305.08
	CGST9%				9 %	35,847.46
	SGST9%				9 %	35,847.46
Total			1 SET			₹ 4,70,000.00

Amount Chargeable (in words)

E. & O.E

INR Four Lakh Seventy Thousand Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8431	3,98,305.08	9%	35,847.46	9%	35,847.46	71,694.92
Total	3,98,305.08		35,847.46		35,847.46	71,694.92

Tax Amount (in words) : **INR Seventy One Thousand Six Hundred Ninety Four and Ninety Two 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, 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*

For No:-

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