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

Date:	26/08/2024	Prepared by	N. Narendar	Serial no.	
Supplier name	Shankar cycle stores			HO inward no.	
Firm/Company	GV Research	Project	GVRC Innopolis	HO received date	
PO/WO date	06/02/2024	PO/WO No.	20240206016	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	368	26/08/24	6,800/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	
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:	6,800/-
Amount E – PO / WO value:	6,800/-
Amount F – Difference (A – E):	

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: Supplier Tommorow on words 27/08/24 material will be delivered, Advance bill Received from Vendor for closing account.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		N. Narendar			
Sign:					
Date		26/08/24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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.

TAX INVOICE

SHANKAR CYCLE STORE

2-3-55/242, Satyanagar, Opp. Toyota Showroom, Uppal, Hyderabad - 500039.

No. 368 Date: 26/08/24

M/s. G.V Research Center (PVT)

Party GST No. .... Cell. 7381751035

S.No	Particulars	HSN Code	Qty	Rate	Amount
	EQPT 2218 Equipment Bicycle		1		6072
	GST No 36AAHCG4562 D1ZP				
		Total			6072
		CGST@..........%			364
		SGST@..........%			364
		IGST@..........%			
	E. & O.E	Grand Total			6800

"TRUE COPY"

Note: One Year Guarantee for Frame Only.
No Guarantee For Tyre, Tube, Colour, PVC Parts & Gear & Disk.
Once Refitting Free Within 25 Days Only.
Once Item Sold Cannot be taken Back Or Exchanged.

For SHANKAR CYCLE STORE

Signature

Purchase Order

Original

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				
Shankar Cycle Stores 2-3-55/242 Satyanagar Opp: Toyota Showroom Hyderabad, TG, 500039 GSTIN:36AGTPB5828J1ZZ Chetan Shankar, 9441458063	PO No	20240206016	Quote No	Nill
	PO Date	06 Feb 2024	Quote Date	10 Feb 2024
	Supply Type	Purchase Order	Requisition Num	20240206013

SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	EQPT2718-Equipment-Bicycle---Nos.	1.00	6,800.00	0%	6,800	0%	0%	0%	0	0	0	6,800
Addl Spec	With basket											
								Total Amount ...	0	0	0	6,800

Rupees in words : Six Thousand Eight Hundred Only.

Terms and Conditions:-

Additional Specifications	Make: Hero Cycle- (old model)
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	In our scope
Advance Paid :	Rs.6,800/-
Payment Terms :	100% advance

26/08/24 02:40:29 PM

Original

Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03.Do not send to site.
Other Terms:	Delivery at GVRC,contact person Mr. Madhu - 9502211499.
Installation:	NA
Commissioning:	NA

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.