

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

Date: 29.08.24		Prepared by V. RAVI		Serial no.	
Supplier name Maruthi Pipe Industries.				HO inward no.	
Firm/Company G.V.R.C		Project Innopolis.		HO received date	
PO/WO date 05.11.18		PO/WO No. 54365		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	073	10.11.2018	16,390-00	☒ 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.: 118558	Proof of delivery matches MRN ☒ Yes ☐ No
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Amount B - Other Credits : Transportation charges 4000-00

Amount C - Other Debits : -

Amount D (D=A+B-C) - Amount to be credited to the supplier: 16,390-00

Amount E - PO / WO value: 12,390-00

Amount F - Difference (A - E): 4000-00

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

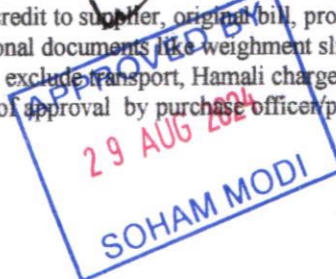
Close PO / WO ☒ Yes ☐ No - wait for balance material ☐ Other

Payment - due date 100%. Advance paid.

Remarks: After supplier reconciliation the above bill to be taken in to book of account.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		29/08/24			
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

Admit

PO no.: 54365	PO date: 05/11/2018	Req. no.: 73007	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 118558				
☐ 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: Sell Material Recalled / 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: Ravi	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: 16,390		
Date of payment:				
Details of part bill received:				
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
Remarks by Accountants: Bills not received against this PO				
Prepared by: Praveen Raju		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.	073	10.11.18	16,390.00	
2.				
3.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi		Sign: [Signature]		Date:
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:

APPROVED BY
17 MAY 2024
SOHAM MODI

Purchase Order

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

Maruthi Pipes Industries

Plot.no.79, H.no.5-211/2, Krishna nagar, NFC Road, Moula-ali,
Hyderabad-500040

GSTIN 36AAOPY0711E1ZO

8309211518

9885363206

Doc No	54365	73007
Doc Date	05-11-2018	
Quote No	Nil	
Quote Date	18-12-2017	
SupplyType	Supply	

Kind Attn : Mr.Maruti

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 7124 - Plumbing - other - Cement Hume pipe - other - nos 18"	3.00	3,500.00	0.00	18.00	12,390.00
Rupees : Twelve Thousand Three Hundred Ninty Only.					Total Order Value . . . 12,390.00

Terms and Conditions :-

Specification /	All pipes are full round with NP3 specifications 2mtrs long
Payment Terms	100% as advance, along with transportation charges
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Genome Valley Shamirpet, Hyderabad. Phone. 9502211011
Penalty For Delay	Nil
Transportation	Extra. Estimated cost is Rs. 4000/-
Warranty	Nil
Advance Paid	Rs.16390/- vide cheq.no..... dtd..... (Including transportation charges)
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	As per MD, orderd two loads of pipes, per load 45 nos.

INWARD	
Inward No: 1686	Dt: 05/12/2018
MRN No: 118558	Dt: .
Received By:	Sign:
G.V.R.C. PVT. LTD.	

For G V Reserch Centers Pvt Ltd

Authorised Signatory

Accepted the above Terms And Conditions

For Maruthi Pipes Industries

Name : _____

Name : _____

Date : __/__/__

TAX INVOICE		Cell :9885363206			
Invoice issued under rule 46 of central goods & service tax (CGST) rules,2018		8309211518			
MARUTHI PIPE INDUSTRIES					
Sy.No. 76/9 & 108, Chegicherla Village,Ghatkesar Mandal, Ranga Reddy District - 500 039.					
GSTIN :36AAOPY0711E1ZO					
Invoice No : 073		Transportation Mode : Road			
Invoice Date : 10-11-2018		Vehicle number : AP29V6804/AP28Y7186			
P.O NO & Date : 54365/73007 & 05-11-18		Date of Supply : 10-11-2018			
D.C NO & Date		Place of Supply : GENOME VALLEY			
Details of Receiver (Billed to)		Details of Consignee (Shipped to)			
Name : G V Reserch Centers Pvt Ltd		Name : G V Reserch Centers Pvt Ltd			
Address : 5-4-187/3&4,II nd floor,soham mansion,mg road,secundrabad,500003.		Address : genome valley,shamirpet,hyderabad,cell: 9502211011.			
GSTIN : 36AAHCG45622D1ZP		GSTIN : 36AAHCG45622D1ZP			
State Code		State Code			
S.N	Description	HSN Code	Quantity	Rate	Amount
1	7124-PLUMBING-OTHER-CEMENT HUME PIPE-OTHER-NOS 18"	68109990	3	3500	10500
Amount in words: sixteen thousand three hundred and ninety only-		Total Amount before Tax		10500	
Bank Details:		Total CGST		945	
Bank Name		Total SGST		945	
Bank Account Number		Total Amount GST		1890	
Account Type & Branch		Transport		4000	
Bank IFSC code		Total Amount After Tax		16390	
Terms & Conditions		GST Payable on Reverse Charge			
1.Goods once sold will not be taken back 2.Cash payment should not be made without Official 3.Subject to Hyderabad Jurisdiction		Certified that the particulars given above are true and correct For MARUTHI PIPE INDUSTRIES			
		"TRUE COPY"			
					
					
		Receiver's Signature		Authorised Signatory	