

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

Date:		02-09-24		Prepared by	V. RAVI	Serial no.	
Supplier name		SA STRUCTURES & BUILDING SYSTEMS				HO inward no.	
Firm/Company		G.V.R.C	Project	Ennopolis		HO received date	
PO/WO date		08.11.22	PO/WO No.	93730		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21	24.07.23	392,529-00	☒ Yes ☐ No
2.	107	10.09.23	85,680-00	☐ 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:

Amount E – PO / WO value:

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

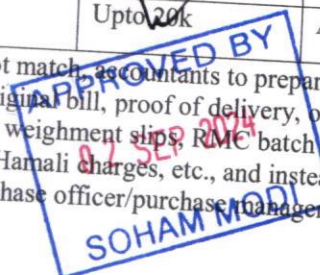
Payment – due date

Remarks: Advance Paid

find bill & close the PO.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		02.09.24			
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.



Admin-Audit Division
Form for closure of purchase order - Manual

PO no.: 93730		PO date: 08/11/2022		Req. no.: 806392		Advice Scan ID	
Barcoded PO available ☐ Y ☒ N		Invoice available ☐ Y ☒ N		original ☐ Y ☒ N		Copy available ☐ Y ☒ N	
Data required from site/engineers:		MRN nos. related to PO		POD available ☐ Y ☒ N			
☒ 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: Part 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: 30/08/2024			
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: -13,95,095/-		Date of payment: 31-03-2023			
Details of part bill received:							
Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier			
1.	02	27-02-2023	9,01,941	-			
2.							
3.							
4.							
Remarks by Accountants: only one bill Received i.e Rs 9,01,941/-							
Prepared by: K. S. S. Hare		Sign: [Signature]		Date: 30/8/24			
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.	21	24.07.2023	392,529-00				
2.	107	10.09.2023	85,680-00				
3.							
4.							
5.							
Remarks: After supplier reconciliation the above bills to be taken in to BOA Hence need your approval.							
Prepared by: Ravi		Sign: [Signature]		Date: 31/08/24			
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: 31 AUG 2024			

APPROVED BY
31 AUG 2024
SOHAM MODI

Work Order

Page(s) 1 Of 2

29-08-2024 15:08:26

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

S A Structures & Building Systems

Plot no 62, Ramakrishnam Puram colony, Behind: MYE Villas,
Medchal-Malkajgiri- 500072**GSTIN** 36A1XPN0460A1ZB

8919663362

8919663362

Doc No	93730	206392
Doc Date	08-11-2022	
Quote No	391	
Quote Date	24-09-2022	
SupplyType	Supply And Installation	

Kind Attn : Nazma Khatoon

Work Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 746400 - MISC-Miscellaneous - MS Fabrication work-Misc- --- Kgs Atrium shed works - 4000sft	13,000.00	105.94	0.00	18.00	1,625,042.90
Total Order Value . . .					1,625,042.90

Rupees : Sixteen Lakh(s) Twenty Five Thousand Fourty Two and Paise Ninty Only.

Terms and Conditions :-

- Specification /** As per details given in the Quotation no : 391, dt. 24-09-2022.
- Payment Terms** 10% as token advance with WO, 50% against drawing approval, 25% on receipt of all material at site, 10% on erection & 5% on work completion.
- Tax** All taxes included in above price.
- Delivery Date** 4-6weeks from the date of WO.
- Delivery Location** Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035
- Penalty For Delay** NIL.
- Transportation** Included.
- Warranty** NIL.

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **S A Structures & Building Systems**

Name : _____

Name : _____

Date : ____/____/____

Work Order

Page(s) 2 Of 2

29-08-2024 15:08:26

Original / Office Copy / Purchase Div.Copy

Advance Paid

Rs: 1,62,500 by Cheque/RTGS. Cheque no: _____, dated _____.

Other Terms

We reserve the right to reject items not conforming to quality and specifications.

Completion Date

NIL.

Measurement

Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security

Supplier shall be responsible for security and storage of material at site at its risk and cost.

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.

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **S A Structures & Building Systems**

Name : _____

Name : _____

Date : __/__/__

SA STRUCTURES & BUILDING SYSTEMS

Plot no 62, Ramakrishna Puram Colony Behind MYE Villas Medchal Malkajgiri, Hyderabad
Telangana 500072

INVOICE

Details of Receiver

CV Research Services Pvt Ltd
S-4 1st/3&4, 1st Floor Saham Mansion M.G.Road
Secunderabad, Telangana 500023
GST NO: 36AANC64S6D12P

DATE 24.07.2022
INVOICE NO 21
DOC DATE 08.11.2022
DOC NO 93730

Delivery Address

Plot No.1A, Synergy Square 1, Genome Valley,
Shamirpet Hyderabad, Telangan, 500078

S.No	Description of Goods	HSN CODE	Quantity	Rate	Amount
1	Misc-Miscellaneous -Ms Fabrication work - Misc -kgs Attrium Shed work	73082019	3140	₹ 105.94	₹ 3,32,651.60
Taxable value					₹ 3,32,651.60
CGST 9%					₹ 29,938.64
SGST 9%					₹ 29,938.64
Grand Total					₹ 3,92,528.89

RTGS Details : SA STRUCTURE
BANK NAME: KOTAK MAHINDRA BANK
BRANCH: NACHARAM
ACCOUNT NO:
IFSC CODE: KKBK0007470
GSTNO: 36AIXPN0460A1ZB

Total Invoice Value in (Figures): ₹ 3,92,528.89
Total Invoice Value in Words: Three Lakhs Ninty Two Thousand Five Hundred and Twenty Eight
Rupees and Eight nine Paia Only.

Declaration

[Signature]

Signature:
Designation:

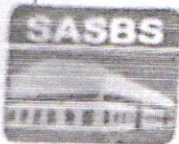


Subject to Hyderabad Jurisdiction

INWARD	
Invoice No: 15310	Date: 30.07.22
Received By: <i>[Signature]</i>	Signature: <i>[Signature]</i>
CVRC PVT LTD.	

CASH BILL

Cell : 817965840



S.A. STRUCTURE BUILDING SYSTEMS

All Type of P.E.B & Tublar Shead Fabrication & Erection Sheeting
ROAD NO. 4, DURGA NAGAR, NACHARAM, HYDERABAD - 500 076

To
M/s S.V. Research centers Pvt Ltd
S-4-187/3&4 11nd floor shikhar
Mansioning Red Secunderabad

Bill No 107Date 10/9/2021Doc No 93730Date 8/11/2021

Order No

Date

Sl.
No.

PARTICULARS

Quantity

Rate

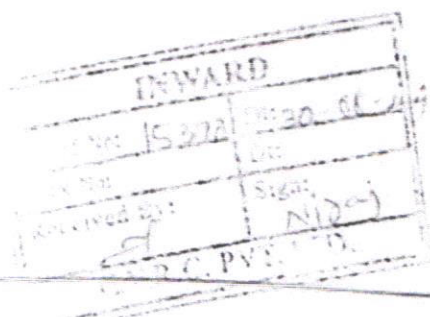
Amount
Rs.

Labour charges of sheeting work

6120
sqft

14

85680



TOTAL

85680

Notes

For S.A. STRUCTURE BUILDING SYSTEMS

Authorised Signatory

SA STRUCTURES & BUILDING SYSTEMS

Plot no 62, Ramakrishna Puram Colony Behind MYE Villas Medchal Malkajgri, Hyderabad
Telangana 5000072

INVOICE

Details of Receiver
GV Research Centers Pvt Ltd
S-4-187/3&4, 11th Floor Soham Mansion M.G.Road
Secunderabad, Telangana, 500003
GST NO: 36AAHCG456012P

DATE 24-07-2023
INVOICE NO 21
DOC DATE 08-11-2022
DOC NO 93730

Delivery Address
Genoplis
Plot No.1A, Synergy Square 1, Genome Valley,
Shamirpet Hyderabad, Telangan, 500078

S.No	Description of Goods	HSN CODE	Quantity	Rate	Amount
1	Misc-Miscellaneous -Ms Fabrication work - Misc -kgs Attrium Shed work	73082019	3140	₹ 105.94	₹ 3,32,651.60

RTGS Details : SA STRUCTURE
BANK NAME: KOTAK MAHINDRA BANK
BRANCH: NACHARAM
ACCOUNT NO:
IFSC CODE: KKBK0007470
GSTNO: 36AIXPN0460A1Z8

Taxable value	₹ 3,32,651.60
CGST 9%	₹ 29,938.64
SGST 9%	₹ 29,938.64
Grand Total	₹ 3,92,528.89

Total Invoice Value in (Figures): ₹ 3,92,528.89
Total Invoice Value in Words: Three Lakhs Ninty Two Thousand Five Hundred and Twenty Eight
Rupees and Eight nine Paise Only.

Declaration

Signature:

Designation:



Subject to Hyderabad Jurisdiction

"TRUE COPY"

CASH BILL

Cell : 8179658402



S.A. STRUCTURE BUILDING SYSTEMS

All Type of P.E.B & Tublar Shead Fabrication & Erection Sheeting
ROAD NO. 4, DURGA NAGAR, NACHARAM, HYDERABAD - 500 076.

To, G.V. Research centers Pvt Ltd
M/s 5-4-187/3 & 4 Und floor sheham
Mansioning Red Secundara bad

Bill No. **107** Date 10/9/2023

Doc No. 93730 Date 8/11/2022

Order No. _____ Date _____

Sl. No.	PARTICULARS	Quantity	Rate	Amount Rs.	Ps.
	Labour charges of sheeting work	6120 sq feet	14	85680	
				TOTAL	85680

"TRUE COPY"

Rupees _____

For S.A. STRUCTURE BUILDING SYSTEMS


Authorised Signatory

G V Research Centers Pvt LtdM G Road, Ranigunj
Secunderabad**SUP S A Structures & Building Systems**

Ledger Account

1-Apr-22 to 1-Apr-24

Date	Particulars	Vch Type	Vch No.	Debit	Page 1 Credit
12-Nov-22	To BANK-ICICI BANK <i>Being amount transfer to SA Structures & Bulding Systems towards purchase of fabrication work vide po no 93730, req no 206392 advance -full payment</i>	Payment	PAY/11750	1,62,500.00	
21-Dec-22	To BANK-ICICI BANK <i>Being amount transfer to SA Structures & building systems towards MS Fabrication work at atrium shed vide po no-93730,Req No-206392</i>	Payment	PAY/12145	8,12,521.00	
11-Mar-23	To BANK-ICICI BANK <i>Being amount transf to S A Structures & Building systems towards fabrication work vide po no93730,req no 206392, 10%+50% advance paid,25% against material delivery</i>	Payment	PAY/12941	4,06,261.00	
31-Mar-23	By Sundry Purchases 18% <i>Being amount credited to S A Structures & Building systems towards Assembled products of MS Fabrication work,vide bill no 2,bill date 27.02.23,WO No 93730,dt:08.11.22,scan id 143201</i>	Purchase	PUR/12096		9,01,941.00
	To TDS-1% Contract <i>Being amount debit to S A Structures & Building Systems towards Short Tds(812521 +162500+406261)</i>	Journal	JOU/10826	13,813.00	
By	Closing Balance			13,95,095.00	9,01,941.00 4,93,154.00 13,95,095.00