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 | Innopolis | 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 |
| | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 478,209-00 |
| 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: | 478,209-00 |
| Amount E – PO / WO value: | 16,25,043-00 |
| Amount F – Difference (A – E): | 11,46,834-00 |
| 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 | Advance Paid |
| Remarks: | final bill & close the PO. |

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

APPROVED BY
02 SEP 2024
SOHAM MODI

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 original available | □Y/□N /✓Copy available | | POD available | □Y/□ N | |

Data required from site/engineers:

| | |
|---|---|
| MRN nos. related to PO. | |

| | | |
|---|---|---|
| ✓ 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: | 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. Snehare | Sign: | 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 therefore need your approval.

| | | |
|---|---|---|
| Prepared by: Ravi | Sign: | Date: 31/08/24. |

31/8/24

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 |

APPROVED BY
31 AUG 2024
SOHAM MODI

# Work Order

 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<br>*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<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>Phone. Nagamani(Engineer) - 7981951035 |
| **Penality 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

 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. |
| **Measurment** | 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 5000072

## INVOICE

**Details of Receiver**

GV Research Centers PVT LTD
5-4-187/3&4, IInd Floor Soham Mansion M.G.Road
Secundrabad, Telangana,500003
**GST NO:36AANCG4560D1ZP**

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

**Delivery Address**

Genecelli
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: 36AIXPN0460A1ZB

| | |
|---|---|
| **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 Paisa Only**

Declaration

Signature:
Designation:

SA STRUCTURE HYDERABAD

**Subject to Hyderabad Jurisdication**

INWARD
15310
30-07
Received By:
GVRC 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. Reserch centers PVT LTD
5-4-187/3&4 IInd floor Shoham
Mansion MG Road Secunderabad

Bill No 107 Date 10/9/202
DOC No 93730 Date 8/11/2021
Order No ........ Date ........

| Sl. No. | PARTICULARS | Quantity | Rate | Amount Rs. | P |
|---|---|---|---|---|---|
| | Labour charges of sheeting work | 6120 sqft | 14 | 85680 | |
| | | | TOTAL | 85680 | |

INWARD
No: 15323 Dt: 30-01-
Received by: Signature: Niraj
S.V.R.C. PVT. LTD.

Rupees ........

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

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

**Details of Receiver**

GV Research Centers Pvt Ltd
5-4-187/3&4, IInd Floor Soham Mansion M.G.Road
Secundrabad, Telangana,500003
**GST NO:36AAHCG4560D1ZP**

**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 |

| | |
|---|---|
| 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 Paisa Only.**

Declaration

Signature:
Designation:

S.A. STRUCTURE HYDERABAD

**Subject to Hyderabad Jurisdication**

"TRUE COPY"

CASH BILL

Cell : 8179658402

SASBS

# 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. G V. Reserch centers pvt LTD
5-4-187/3&4 IInd floor Soham
Mansionna Rod Secundera bad

Bill No. 107 Date. 10/9/2023

D.C.No. 93730 Date. 8/11/2022

Order No. ........ Date. ........

| Sl. No. | PARTICULARS | Quantity | Rate | Amount Rs. | Ps. |
|---|---|---|---|---|---|
| | Labur charges of sheet work | 6120 sqeft | 14 | 85680 | |
| | | | TOTAL | 85680 | |

"TRUE COPY"

Rupees ____________________

For S.A. STRUCTURE BUILDING SYSTEMS

Authorised Signatory

**G V Research Centers Pvt Ltd**
M 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 | Credit |
|---|---|---|---|---|---|---|
| 12-Nov-22 | To | **BANK-ICICI BANK**<br>*Being amount transfer to SA Structures & Bulding Systems towards purchase of fabrication work vide po no 93730,req no 206392 advance -full payment* | **Payment** | PAY/11750 | 1,62,500.00 | |
| 21-Dec-22 | To | **BANK-ICICI BANK**<br>*Being amount transfer to SA Structures & building systems towards MS Fabrication work at atrium shed vide po no-93730,Req No-206392* | **Payment** | PAY/12145 | 8,12,521.00 | |
| 11-Mar-23 | To | **BANK-ICICI BANK**<br>*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* | **Payment** | PAY/12941 | 4,06,261.00 | |
| 31-Mar-23 | By | **Sundry Purchases 18%**<br>*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* | **Purchase** | PUR/12096 | | 9,01,941.00 |
| | To | **TDS-1% Contract**<br>*Being amount debit to S A Structures & Building Systems towards Short Tds(812521 +162500+406261)* | **Journal** | JOU/10826 | 13,813.00 | |
| | | | | | 13,95,095.00 | 9,01,941.00 |
| | By | **Closing Balance** | | | | 4,93,154.00 |
| | | | | | **13,95,095.00** | **13,95,095.00** |