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

Date:	24.02.25	Prepared by	V. RAVI	Serial no.	
Supplier name	Fenix Interior			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	26/06/24	PO/WO No.	20240626008	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4426	08.07.24	7775-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7775-00
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 20240708009, 0601028 & 708011	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:	7775-00
Amount F – Difference (A – E):	7775-00
	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: After supplier reconciliation this bill to be accounted in BoA And 03 PO's clubbed in 01 invoice PO no. 626008, 520014 & 703048.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		24.02.25			
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
26 FEB 2024
SOHAM MODI

Fenix Interior

Dipesh parekh
Dno - 5-3-11/2 and 11/3 , 110 Jeera
RP Road , Secunderabad
Telangana - 500003
8885235100 fenix.interior@gmail.com
State Name TELANGANA - 36
GSTIN 36CIVPP8047D1ZO

Tax Invoice

BILL TO
GV Research Centre Pvt Ltd
Mr Minish Parikh
5-4-187/3 &4 , IInd Floor ,
Soham Mansion
Mg Road , Secunderabad
+91 95155 46784
GSTIN: 36AAHCG4562D1ZP
State Name: TELANGANA - 36

SHIP TO
Innopolis , Turkapally ,
Hyderabad

Invoice# INV4426
Invoice Date: 08-07-2024
PO#0626018, 0520014,0703048

#	DESCRIPTION	HSN	QTY	PRICE	TAXABLE AMOUNT	CGST	SGST	TOTAL
1	**Pvc Flooring** Pvc Flooring Installation Thickness - 1mm 1098 sft @ 6/-	3918	102 SQM	₹ 64.60	₹ 6,589.20	₹ 593.03 9.0%	₹ 593.03 9.0%	₹ 7,775.26

TAXABLE AMOUNT	₹ 6,589.20
CGST	₹ 593.03
SGST	₹ 593.03
Round-off	- ₹ 0.26
GRAND TOTAL	**₹ 7,775.00**

AMOUNT IN WORDS:
Seven Thousand Seven Hundred Seventy-five Rupees Only/-

Payment Instructions
Fenix Interior
Account number=860320110000405
IFSC=BKID0008603
Bank = Bank Of India
Branch-= Secunderabad

For, FENIX INTERIOR

D.K. Parekh

AUTHORIZED SIGNATURE

"TRUE COPY"