PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	23/03/22	Prepared by	Prabhakar	Serial no.	2433
Supplier name	Summit sales Llp			HO inward no.	
Firm/Company	GV Research Centre pvt ltd	Project	GVRL	HO received date	
PO/WO date	14/03/22	PO/WO No.	86392	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22697	21/03/22	51216/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	51216/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos	105095	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:	51216/-
Amount E – PO / WO value:	51216/-
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	28/03/22
Remarks	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name.		Prabhakar			-
Sign:		[signature]			
Date		23 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
23 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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

Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	22697
GV Research center Pvt Ltd	Invoice Date.	21-03-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	86392
	PO Date.	14-03-2022
	Req ID	74632
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	14-03-2022
	Loc Req No	164721

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7507 - Stationery - other - Box file - Big - nos		10	180.00	1,800.00	18	324.00
2	7584 - Stationery - other - Scribbling Pads - other -		50	15.00	750.00	18	135.00
3	7578 - Stationery - other - Ring Binder - other - nos		10	187.00	1,870.00	18	336.60
4							
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IGST	CGST	SGST				
			Total Taxable Amount	4,420.00		795.60
	397.80	397.80	Total Invoice Amount		5,215.60	

Rupees : Five Thousand Two Hundred Fifteen and Paise Sixty Only.

SUMMIT SALES LLP
INWARD
No. 92417
Date 21/3

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 14-03-2022 15:24:14 Oric

86392
28.02.22 2:52:30

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	86392	164721
	Doc Date	14-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-03-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7507 - Stationery - other - Box file - Big - nos	10.00	180.00	0.00	18.00	2,124.00
2	7584 - Stationery - other - Scribbling Pads - other - nos	50.00	15.00	0.00	18.00	885.00
3	7578 - Stationery - other - Ring Binder - other - nos	10.00	187.00	0.00	18.00	2,206.60
			Total Order Value . . .			**5,215.60**

Rupees : Five Thousand Two Hundred Fifteen and Paise Sixty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order For Site office purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	Original invoice + copy of proof of delivery is required to process invoice for payment . Do not send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery /DC can be sent by email.

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	G V Research Centre		Date:	14.03.2022
Site & Phase:	Innopolis		Time:	11:30
Supplier			Req. No.	164721
Material required before date:		16.03.2022	ID No.	74632

No	Description	Size	Quantity	Units	Inward No	Date
1.	Box Files (Big)		10	No's		
2.	Scribbling pads		50	No's		
3.	File Folders (A3)		10	No's		
	8639r					
		Mayur				

Remarks: Towards Site office purpose			
Prepared By	Sridevi	Approved by	T.Madhu
Sign. & Date	14.03.2022	Sign. & Date	14.03.2022

APPROVED
14 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	19403
GV Research center Pvt Ltd	DC Date.	21-03-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	86392
	PO Date.	14-03-2022
	Req ID	74632
	Req Date	14-03-2022
GSTIN : 36AAHCG4562D1ZP	Loc Req No	164721

	Description of Goods	HSN/SAC	Qty
1	7507 - Stationery - other - Box file - Big - nos		10
2	7584 - Stationery - other - Scribbling Pads - other - nos		50
3	7578 - Stationery - other - Ring Binder - other - nos		10
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INWARD
Challan No: 8713 Dt: 21/3/22
No: 10509 Dt: 29/03/2
Received By: Sign:
G.V.R.C. PVT. LTD.

Subject to Hyderabad Jurisdiction

for Summit Sales LLP

Authorised Signatory

SUMMIT SALES LLP
IN WARD
No: 78636
Date: 22/3
Sign:
R.R. DIST.