E

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/3/22	Prepared by	Prabhakar	Serial no.	2425
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	Gv Research Center pvt ltd	Project	GVRL	HO received date	
PO/WO date	07/3/22	PO/WO No.	86163	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22103	21/3/22	921/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	921/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 105101 — 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:	921/-
Amount E – PO / WO value:	2,349/-
Amount F – Difference (A – E):	1429/-
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:	– Final Bill –

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

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		
GV Research center Pvt Ltd	Invoice No.	22703
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	Invoice Date.	21-03-2022
	PO No.	86163
	PO Date.	07-03-2022
	Req ID	74421
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	07-03-2022
	Loc Req No	164672

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7544 - Stationery - other - Marker - NA - nos (red,black,green,blue.)	9608	40	16.00	640.00	18	115.20
2	7560 - Stationery - other - Pen - NA - nos (blue,black.)	9608	40	3.50	140.00	18	25.20
3							
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12							
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14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	780.00	140.40
	70.20	70.20	Total Invoice Amount	920.40	

Rupees : Nine Hundred Twenty and Paise Fourty Only.

SUMMIT SALES LLP
IN WARD
No: 92423
Date: 21/3
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 07-03-2022 2:55:17 PM Orig

86163
28.02.22 2:52:28

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			
Summit Sales LLP	**Doc No**	86163	164672
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-03-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-03-2022	
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	7544 - Stationery - other - Marker - NA - nos *(red,black,green,blue.)*	80.00	16.00	0.00	18.00	1,510.40
2	7560 - Stationery - other - Pen - NA - nos *(blue,black.)*	100.00	3.50	0.00	18.00	413.00
3	7594 - Stationery - other - Stapler pin - other - boxes *(small)*	5.00	6.00	0.00	18.00	35.40
4	7594 - Stationery - other - Stapler pin - other - boxes *(big)*	5.00	19.50	0.00	18.00	115.05
5	7528 - Stationery - other - Fevistick - NA - nos	10.00	20.00	0.00	12.00	224.00
6	7523 - Stationery - other - Eraser - NA - nos	10.00	1.50	0.00	18.00	17.70
7	7585 - Stationery - other - Sharpner - NA - nos	10.00	3.00	0.00	12.00	33.60
					Total Order Value . . .	**2,349.15**

Rupees : Two Thousand Three Hundred Fourty Nine and Paise Fifteen 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 work

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	22502	8/3	1428.75
2.			
3.			
4.			
5.			

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ______

Contact - -

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______

Date : __/__/____

Purchase Order

 07-03-2022 2:55:17 PM Original / Office Copy / Purchase Div.Copy

	purpose at site
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name :

Contact - -

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	07.03.2022
Site & Phase:	Innopolis.	Time:	12:15
Supplier		Req. No.	164672
Material required before date:		ID No.	74421

No	Description	Size	Quantity	Units	Inward No	Date
1.	Permanent marker (red)	-	20	No's		
2.	Permanent marker (black)	-	20	No's		
3.	Permanent marker (green)	-	20	No's		
4.	Permanent marker (blue)	-	20	No's		
5.	Pens (blue)	-	60	No's		
6.	Pens (black)	-	60	No's		
7.	Stapler pins	-	10	No's		
8.	Glue sticks	-	10	No's		
9.	Sharpeners	-	10	No's		
10.	Eraser	-	10	No's		
11.						
12.						

86163

Remarks: Towards site use purpose.

Prepared By	S.Nagamani	Approved by	Mr.Rameshreddy
Sign. & Date	07.03.2022	Sign. & Date	07.03.2022

Note:

APPROVED
07 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	
GV Research center Pvt Ltd	
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	
GSTIN : 36AAHCG4562D1ZP	
DC No.	19409
DC Date.	21-03-2022
PO No.	86163
PO Date.	07-03-2022
Req ID	74421
Req Date	07-03-2022
Loc Req No	164672

	Description of Goods	HSN/SAC	Qty
1	7544 - Stationery - other - Marker - NA - nos	9608	40
2	7560 - Stationery - other - Pen - NA - nos	9608	40
3			
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD
Inward No: 8718 Dt: 21/3/22
MRN No: 105101 Dt: 22/3/22
Received By: Sign:
G.V.R.C. PVT. LTD.

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 78642
Date: 22/3
Sign: