PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/4/22	Prepared by	Monika	Serial no.	3267
Supplier name	Mohan Ram			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	25/2/22	PO/WO No.	85818	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	064	17/3/22	183,844/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	183,844/-

Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report ☑ Installation report

MRN nos.:	Installation report enclosed	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:	183,844/-
Amount E – PO / WO value:	183,844/-
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	25/4/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika	19 APR 2022			
Date	19/4/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED MINISH PARIKH MANAGER PROCUREMENT

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.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	85818	PO date:	25/2/22	Req. no.:	164593	Advice Scan ID	
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: work under Progress

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Sridevi	Sri	6/4/22	T. MANO	Murthy	6/4/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☐	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☐	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☐	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

Estimate/Draft PO

 23-02-2022 12:04:48 Origina

85818
14.02.22 2:36:58

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			
Mr. Mohan Ram	**Doc No**	85818	164593
H.no. 1-5-42/1, Indra Nagar, Venkateshwara Temple, Secunderabad - 03.	**Doc Date**	23-02-2022	
	Quote No	Nil	
GSTIN 36CRBPB0826R1Z0	**Quote Date**	23-02-2022	
8125765219	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Mohan Ram

Estimate/Draft PO for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6039 - Miscellaneous - SS Railing - NA - rft *2" - Handle Type*	760.00	205.00	0.00	18.00	183,844.00
					Total Order Value . . .	**183,844.00**

Rupees : One Lakh(s) Eighty Three Thousand Eight Hundred Fourty Four Only.

Terms and Conditions :-

Specification / Brand	Item shall be of 'Jindal' brand. 202 grade, 2" dia, 18 guage.
Payment Terms	50% advance at the time of delivery of all materials & balance after completion of the work.
Tax	All taxes included in above price.
Delivery Date	Within 4days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 block staircase hand railing on East & West side from ground to Terrace floor purpose. Above rates are including labour charges.
Completion Date	Work shall be completed within 4days from the date of the work order.
Measurment	Nil
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.'

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

T.D. [signature]
23/2/22

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

23/02/2022

Name : ____________

Accepted the above Terms And Conditions

For *Mr. Mohan Ram*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.		Date:			19.02.2022	
Site & Phase:	Innopolis.		Time:			12:00	
Supplier			Req. No.			164593	
Material required before date:			ID No.			74034	

No	Description	Size	Quantity	Units	Inward No	Date
1.	SS Railing - Handle Type	2"	760	rft		
2.						
3.	(Photo image enclosed.)					
4.						
5.						
6.						
7.	85818					
8.						
9.						
10.						
11.		23/2/22				
12.						

Remarks: Towards 2727 block Staircase Hand railing on East & West Side, from Ground floor to Terrace floor.			
Prepared By	Nikhil	Approved by	Mr.Madhu
Sign. & Date	19.02.2022	Sign. & Date	19.02.2022

Note:

APPROVED BY
25 FEB 2022
SOHAM MODI
MANAGING DIRECTOR

TAX INVOICE

Cell : 8125765219, 7075802950

M/s. LEELA STEEL RAILING & FURNITURE

Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items

Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

Buyer : M/s.: G.V. Reserch Centers PVT LTD SOHAM mansion MG. Road SECUNDARABAD	Invoice No. 064	Date : 17 MARCH 2022
	Delivery Note :	Made of Payment :
	Buyers Order No. : 8581'8 / 164593	Date : 17 mar. 2022
GST No. : 36AAHCG4562D1ZP	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	S.S. HANdle	7306	~~760~~ 760 Rds	205	155,800/-

SUMMIT SALES LLP INWARD No: 93493 Date: 19/4 Sign: R.R. DIST.

GST No. : 36CRBPB0826R1ZO	Gross Value	155.800/-
Rupees in words: ONE Loks eight Three thought eiaht HANDRoble fortfor Rupes ONLY/-	Add CGST %	14,022
	Add SGST %	14,022
	Add IGST %	~~183,844/-~~
	GRAND TOTAL	183844/-

Terms & Conditions

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.
2. 27% Intrest will be charged on bills remaining unpaid after due date
3. Payments within......................days.

For LEELA STEEL RAILING & FURNITURE

Proprietor

Internal memo no. 903/35/A
Annexure -A
INSTALLATION REPORT

Company/ firm:	GVRC	Requisition nos.:	164593
Project:	Innopolis	PO no.:	85818
Supplier:	Mr. Mohan Ram	Material type:	S.S Railing.

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1	13/4/22	2727 block Staircase Hand railing on East & west side	S.S Railing	760 Rft	760.00
				Total:	760.00/-

Remarks: Towards 2727 block Staircase hand railing on East & west side, from Ground floor to Terrace floor.

Approved by	Project manager	Security	Admin (Audit)
	[signature]	[signature]	[signature]

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple POs in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be sent to purchase@modiproperties.com regularly. However, report must be provided within one working day of request from purchase. 7. Maintain signed original at site.