

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: <u>21/4/22</u>		Prepared by: <u>[Signature]</u>		Serial no. 3416	
Supplier name: <u>Summit Sales LLP</u>		HO inward no.			
Firm/Company: <u>GIVRC</u>		Project: <u>Imopolis</u>		HO received date	
PO/WO date: <u>29/9/21</u>		PO/WO No. <u>81182</u>		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	<u>834</u>	<u>20/9/21</u>	<u>15,920.00</u>	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges): 15,920.00

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
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Amount B – Other Credits : Transportation charges

Amount C – Other Debits :

Amount D (D=A+B-C) – Amount to be credited to the supplier: 15,920.00

Amount E – PO / WO value: 81,860.00

Amount F – Difference (A – E). 15,920.00

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	<u>25/4/22</u>

Remarks: Short Recd, Can be Closed

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		<u>[Signature]</u>			
Date		<u>21 APR 2022</u>			
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.

Form for closure of purchase order

Data required from site/engineers:					
PO no.:	81182	PO date:	29-Sep-2021	Req. no.:	163926
MRN nos. related to PO		Advice Scan ID			
☐	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: Final Bill					
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	9/4/21	T. Madhu		9/4/21
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: bill not received					
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
	A. P. P. P.	18-11-21			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SSLP 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					

Duplicate bill given by supplier.
Not accounted in BOA.
Check if approved earlier in M-codex.
Approve bill only after cross check.

APPROVED BY
11 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

 G.P. BUILD CON MATERIALS G-1, Sai Srinivasa Towers, 29 - Sripuri Colony Kakaguda, Secunderabad - 15 GSTIN/UIN: 36AIZPG8119P1Z9 State Name : Telangana, Code : 36 E-Mail : g.pbuildcon999@gmail.com	Invoice No.	Dated
	GP/21-22/334	30-Sep-2021
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer Gv Research Centres Pvt Ltd 5-4-187/2&3, II Nd Floor, Soham Mansion MGROAD, SECUNDERABAD-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	81182	29-Sep-2021
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	GSH 500 SLNO:122006991	84672100	1 NOS	13,500.00	NOS	13,500.00
	CGST					1,215.00
	SGST					1,215.00
Total			1 NOS			₹ 15,930.00

Duplicate bill given by supplier.
 Not accounted in BOA.
 Check if approved earlier in M-codex.
 Approve bill only after cross check.

Amount Chargeable (in words) E. & O.E

INR Fifteen Thousand Nine Hundred Thirty Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
84672100	13,500.00	9%	1,215.00	9%	1,215.00	2,430.00
Total	13,500.00		1,215.00		1,215.00	2,430.00

Tax Amount (in words) : **INR Two Thousand Four Hundred Thirty Only**

Company's PAN : AIZPG8119P Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.	Company's Bank Details Bank Name : ICICI BANK LTD (630805500095) A/c No. : 630805500095 Branch & IFS Code : Vikrampuri & ICIC0006308 for G.P. BUILD CON MATERIALS  Authorised Signatory
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SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

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

G.P.Buildcon materials
 flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad

GSTIN 36AIZPG8119P1Z9

9866116375

Doc No 81182 163926

Doc Date 29-09-2021

Quote No NIL

Quote Date 29-09-2021

SupplyType Supply

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 5028 - Equipment - machinery - Hammering Machine - other - nos GHS-500 BOSCH MAKE	2.00	13,500.00	0.00	18.00	31,860.00
Total Order Value . . .					31,860.00
Rupees : Thirty One Thousand Eight Hundred Sixty Only.					

Terms and Conditions :-

Specification / Brand Item shall be of 'BOSCH MAKE:

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Next Day.

Delivery Location Innopolis
 Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
 Phone. Mr. Sanjay - 9502288244

Penalty For Delay Nil

Transportation Cost 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 use Purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

Books of accounts verified and
 no bills wrt this PO were
 received by accounts
 Name: *Pavan*
 Sign: *Pavan*
 Date: 18-10-22

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **G.P.Buildcon materials**

Name : _____

Name : _____

Date : __/__/__

G-1, Sai Srinivasa Towers, 29 - Sriपुरi Colony
Kakaguda, Secunderabad - 15
GSTIN/UIN: 36AIZPG8119P1Z9
State Name : Telangana, Code : 36
E-Mail : g.pbuildcon999@gmail.com

GP/21-22/493

Dated

13-Dec-2021

Mode/Terms of Payment	
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Other Reference(s)

Gv Research Centres Pvt Ltd

5-4-187/2&3, II Nd Floor, Soham Mansion

MGROAD ,SECUNDERABAD-500003

GSTIN/UIN : 36AAHCG4562D1ZP

State Name : Telangana, Code : 36

Buyer's Order No.

81182 $\rightarrow$ 1163926

Dated

29-Sep-2021

Despatch Document No.

Delivery Note Date	
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Despatched through

Destination	Distance	Time	Cost
London	1000	10	100
Paris	1200	12	120
Amsterdam	1500	15	150
Brussels	1800	18	180
Frankfurt	2000	20	200
Munich	2200	22	220
Berlin	2500	25	250
Warsaw	2800	28	280
Prague	3000	30	300
Vienna	3200	32	320
Zurich	3500	35	350
Stockholm	3800	38	380
Copenhagen	4000	40	400
Helsinki	4200	42	420
Tallinn	4500	45	450
Riga	4800	48	480
Vilnius	5000	50	500
Kyiv	5200	52	520
Moscow	5500	55	550
St. Petersburg	5800	58	580
Sochi	6000	60	600
Yekaterinburg	6200	62	620
Novosibirsk	6500	65	650
Omsk	6800	68	680
Krasnoyarsk	7000	70	700
Irkutsk	7200	72	720
Chita	7500	75	750
Ulaanbaatar	7800	78	780
Beijing	8000	80	800
Tokyo	8200	82	820
Seoul	8500	85	850
Manila	8800	88	880
Bangkok	9000	90	900
Singapore	9200	92	920
Jakarta	9500	95	950
Colombo	9800	98	980
Mumbai	10000	100	1000
Delhi	10200	102	1020
Calcutta	10500	105	1050
Bombay	10800	108	1080
Madras	11000	110	1100
Chennai	11200	112	1120
Hyderabad	11500	115	1150
Bangalore	11800	118	1180
Chennai	12000	120	1200
Madras	12200	122	1220
Bombay	12500	125	1250
Calcutta	12800	128	1280
Delhi	13000	130	1300
Mumbai	13200	132	1320
Chennai	13500	135	1350
Hyderabad	13800	138	1380
Bangalore	14000	140	1400
Chennai	14200	142	1420
Madras	14500	145	1450
Bombay	14800	148	1480
Calcutta	15000	150	1500
Delhi	15200	152	1520
Mumbai	15500	155	1550
Chennai	15800	158	1580
Hyderabad	16000	160	1600
Bangalore	16200	162	1620
Chennai	16500	165	1650
Madras	16800	168	1680
Bombay	17000	170	1700
Calcutta	17200	172	1720
Delhi	17500	175	1750
Mumbai	17800	178	1780
Chennai	18000	180	1800
Hyderabad	18200	182	1820
Bangalore	18500	185	1850
Chennai	18800	188	1880
Madras	19000	190	1900
Bombay	19200	192	1920
Calcutta	19500	195	1950
Delhi	19800	198	1980
Mumbai	20000	200	2000
Chennai	20200	202	2020
Hyderabad	20500	205	2050
Bangalore	20800	208	2080
Chennai	21000	210	2100
Madras	21200	212	2120
Bombay	21500	215	2150
Calcutta	21800	218	2180
Delhi	22000	220	2200
Mumbai	22200	222	2220
Chennai	22500	225	2250
Hyderabad	22800	228	2280
Bangalore	23000	230	2300
Chennai	23200	232	2320
Madras	23500	235	2350
Bombay	23800	238	2380
Calcutta			

Terms of Delivery

Amount Chargeable (in words) E. & O.E.

IR Fifteen Thousand Nine Hundred Thirty Only

ix. Amount (in words) : **INR Two Thousand Four Hundred Thirty Only**

ix Amount (in words) : **INR Two Thousand Four Hundred Thirty Only**

INWARD

Inward No: 7495 Date: 19/12/21

MRN No: Date:

Received By: AZPG81198

Draxey

that this invoice shows the actual price of the
and that all particulars are true and correct

Company's Bank Details

Bank Name : ICICI BANK LTD (630805500095)

A/c No. : 630805500095

Branch & IFS Code.: Vikrampur & ICI0006306

for G.P. BUILDING MATERIALS

Authorized Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

Requisition Form

Company Name:		GVRC		Date:		29.09.2021		
Site & Phase :		Innopolis		Time:		02:00PM		
Supplier				Req. No.		163926		
Material required before date:			01.09.2021		ID No.			69820
No	Description	Size	Quantity	Units	Inward No	Date		
1	Demolition Hammer (SHH7200)		02	No's				
2								
3								
4								
5								
6								
7								
8								
9								
10								
Remarks: Towards site purpose								
Prepared By		Sridevi		Approved by		C. Balamurali Krishna		
Sign & Date		29.09.2021		Sign. & Date		29.09.2021		

Note: On receipt of material at site write inward number and date in last 2 columns.

