PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/4/22	Prepared by	[illegible]	Serial no.	3416
Supplier name	Summit Sols LLP			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	29/9/21	PO/WO No.	81182	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	834	30/9/21	15,930.00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,930.00

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

Amount B – Other Credits : Transportation charges	—
Amount C – Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	15,930.00
Amount E – PO / WO value:	31,860.00
Amount F – Difference (A – D).	15,930.00
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	25/4/22
Remarks: Short Recd, Can be Closed.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		[signature]			
Date		APPROVED 21 APR 2022			
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	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: 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	9/4/22	T. Madhu		9/4/22

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: 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. Poddar	08-4-22			

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

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

7/4

Form for closure of purchase order dt 21-3-22 ver4

Tax Invoice

G.P. BUILDCON 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. **GP/21-22/334**	Dated **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. **81182**	Dated **29-Sep-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl 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.

E. & O.E

Amount Chargeable (in words)

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 Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

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.

for G.P. BUILDCON MATERIALS

G.P. BUILDCON MATERIALS SEC'BAD

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

rom 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	**Doc No**	81182	163926
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc Date**	29-09-2021	
	Quote No	NIL	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	29-09-2021	
9866116375	**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
Penality 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:
Sign:
Date: 18-4-22

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Accepted the above Terms And Conditions
For *G.P.Buildcon materials*

Name : ____________ Name : ____________ Date : __/__/____

Tax Invoice

G.P. BUILDCON 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. **GP/21-22/493**	Dated **13-Dec-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. **81182** → 163926	Dated **29-Sep-2021**
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
	GSH 500 *SLNO:129007768*	84672100	**1 NOS**	13,500.00	NOS		**13,500.00**
	CGST						**1,215.00**
	SGST						**1,215.00**
	Total		**1 NOS**				**₹ 15,930.00**

mount Chargeable (in words) *E. & O.E*

IR Fifteen Thousand Nine Hundred Thirty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
4672100	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**

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

INWARD
Inward No: 1495 Dt: 19/12/21
MRN No: Dt:
Received By: Praveen

Company's Bank Details
Bank Name : **ICICI BANK LTD (630805500095)**
A/c No. : **630805500095**
Branch & IFS Code : **Vikrampuri & ICIC0006308**

mpany's PAN : **AIZPG8119B**

claration
e declare that this invoice shows the actual price of the
ods described and that all particulars are true and correct.

for G.P. BUILDCON MATERIALS

G.P. BUILDCON MATERIALS SEC'BAD

Authorised 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.

APPROVED BY
29 SEP 2021
SOHAM MODI
MANAGING DIRECTOR