

PURCHASE DIVISION
Advice for approval for credit to supplier

⑤

Date: 21/4/22		Prepared by: [Signature]		Serial no. 3419	
Supplier name: GIP Budeon mabish				HO inward no.	
Firm/Company: GIVRC		Project: [Signature]		HO received date	
PO/WO date: 27/1/27		PO/WO No. 74157		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	511	28/1/22	4106-40	☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A - Bills total (Excluding Transport & Hamali Charges):				4106-40	
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:				4106-40	
Amount E - PO / WO value:				4106-40	
Amount F - Difference (A - D).				←	
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	MD	Accountant	Accounts Manager
Name:					
Sign:		[Signature]			
Date		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.: 74157 PO date: 27 Jan-2021 Req. no.: 163319 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

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: bills 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

Advice by MD - action to be taken by purchase:

- ☐ Get certified bill from supplier (not original).
- ☐ Prepare bill in SLLP 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. 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/20-21/511	Dated 28-Jan-2021
	Delivery Note	Mode/Terms of Payment
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	Supplier's Ref.	Other Reference(s)
	Buyer's Order No. 74157	Dated 27-Jan-2021
	Despatch Document No.	Delivery Note Date
	Despatched through DIRECT	Destination INNOPOLIS
	Terms of Delivery	

[illegible]

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
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INR Four Thousand One Hundred Six Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8207	3,480.00	9%	313.20	9%	313.20	626.40
Total	3,480.00		313.20		313.20	626.40

Tax Amount (in words) : INR Six Hundred Twenty Six and Forty paise 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

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

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

Page(s) 1 Of 1

09-04-2022 17:15:02

Original / Office Copy / Purchase Div.Copy

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	74157	163319
Doc Date	27-01-2021	
Quote No		
Quote Date	27-01-2021	
SupplyType	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9520 - Tools - Drill Bit - 16x150mm - nos	4.00	250.00	0.00	18.00	1,180.00
2 9524 - Tools - Drill Bit - NA - nos 20MM	4.00	620.00	0.00	18.00	2,926.40
Total Order Value . . .					4,106.40

Rupees : Four Thousand One Hundred Six and Paise Fourty Only.

Terms and Conditions :-

Specification / Brand All items shall be of BOSCH brand Only

Payment Terms After Delivery & Production of bill

Tax VAT included in above price.

Delivery Date Next Day.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid NIL

Other Terms Payment will be made only after inspection of material.Above order for site use purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

Books of accounts verified and
no bills wrt this PO were
received by accounts
Name: A. Balan Raju.
Sign: A. Balan Raju
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 : __/__/__

Requisition Form

Company Name:		GVRC		Date:		18.01.2021	
Site & Phase :		INNOPOLIS		Time:		17:00	
Supplier				Req. No.		163319	
Material required before date:				ID No.		63169	
No	Description	Size	Quantity	Units	Inward No	Date	
1	Drilling bit	16mm	04	No's			
2	Drilling bit	20mm	04	No's			
3							
4							
5							
6							
7							
8							
9							
10							
Remarks: For site use purpose.							
Prepared By		MALLIKARJUN		Approved by			
Sign.& Date		18.01.2021		Sign. & Date			


APPROVED
VENKATESH G
18.01.2021
P. PRADHAKAR
Sr. MANAGER PURCHASE

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

Requisition Form

Company Name:				Date:			
Site & Phase :				Time:			
Supplier				Req. No.			
Material required before date:				ID No.			
No	Description	Size	Quantity	Units	Inward No	Date	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Remarks:							
Prepared By				Approved by			
Sign.& Date				Sign. & Date			

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

