PURCHASE DIVISION
Advice for approval for credit to supplier

(8)

Date:	21/4/22	Prepared by	[illegible]	Serial no.	3415
Supplier name	[illegible]			HO inward no.	[illegible]
Firm/Company	[illegible]	Project	[illegible]	HO received date	
PO/WO date	21/1/22	PO/WO No.	85018	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	599	2/2/22	354-00	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	354-00
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:	354-00
Amount E – PO / WO value:	354-00
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:					
Sign:		APPROVED [signature]			
Date		21 APR 2022 P. PRABHAKAR MANAGER PURCHASE			
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.:	85018	PO date:	31-Jan-2022	Req. no.:	16483	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
	AJSridevi	18-4-22			

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

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/21-22/599**	Dated **2-Feb-2022**
	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. **85018**	Dated **31-Jan-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through **DIRECT**	Destination **TURKAPALLY**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	**12MM DRILL** *MASONARY BIT-BOSCH*	8507	**2 NOS**	150.00	NOS	**300.00**
	CGST @ 9 %			*9*	%	**27.00**
	SGST @ 9 %			*9*	%	**27.00**
	Total		**2 NOS**			**₹ 354.00**

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 Three Hundred Fifty Four Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8507	300.00	9%	27.00	9%	27.00	54.00
Total	**300.00**		**27.00**		**27.00**	**54.00**

Tax Amount (in words) : **INR Fifty Four 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

Authorised Signatory

SUBJECT TO SECUNDERABAD JURISDICTION

This is a Computer Generated Invoice

ompany : **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**	85018	164483
flat.no.G1, Saisrinivasa towers, Sri puri Colony, Kakaduda, secunderbad	**Doc Date**	31-01-2022	
	Quote No	NIL	
GSTIN 36AIZPG8119P1Z9	**Quote Date**	31-01-2022	
9866116375	**SupplyType**	Supply	

Kind Attn : Mr.Pavan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	9524 - Tools - Drill Bit - NA - nos *WALL Drill Bit-12MM*	2.00	150.00	0.00	18.00	354.00
					Total Order Value . . .	**354.00**

Rupees : Three Hundred Fifty Four 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. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
vance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 block 2nd&3rd floor east and west side lobby tiling work Purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: A. Praveen Raju.
Sign: A. Raju
Date: 18-4-22

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory
Name : ____________

Name : ____________

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

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/21-22/599**	Dated **2-Feb-2022**
	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. **85018** /164483	Dated **31-Jan-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through **DIRECT**	Destination **TURKAPALLY**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**12MM DRILL** *MASONARY BIT-BOSCH*	8507	**2 NOS**	150.00	NOS		**300.00**
	CGST @ 9 %			9	%		**27.00**
	SGST @ 9 %			9	%		**27.00**
	Total		**2 NOS**				**₹ 354.00**

INWARD
Inward No: 8239 Dt: 11/2/22
MRN No: 03583 Dt: 12/2/22
Received By: D. Rajkumar Sign: D. Rajkumar
Genome Valley Research Center Pvt. Ltd.

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

INR Three Hundred Fifty Four Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
8507	300.00	9%	27.00	9%	27.00	54.00
Total	**300.00**		**27.00**		**27.00**	**54.00**

Tax Amount (in words) : **INR Fifty Four 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

8239

Requisition Form

Company Name:	GV Research Centers Pvt Ltd		Date:		31.01.2022	
Site & Phase:	Innopolis		Time:		04:52	
Supplier			Req. No.		164483	
Material required before date:	31-01-2022		ID No.		73421	
No	Description	Size	Quantity	Units	Inward No	Date
1.	12mm Anchor bolt (Bolt type)	2"	200	no		
2.	13mm Wall drill bit	3"	2	no		

Remarks: Towards 2727 block, 2nd and 3rd floor east and west side lobby tiling work purpose.

Prepared By:	Md. Sultan ali	Approved by	Mr. Madhu
Sign & Date:	31.01.2022	Sign. & Date	31.01.2022

Note:

Madhu

APPROVED
21 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

PO: 85018, 85019