PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	30/4/22	Prepared by	Prabhakar	Serial no.	3629
Supplier name	FREESE SOLUTIONS			HO inward no.	
Firm/Company	Givore	Project	Amropolis	HO received date	
PO/WO date	85784	PO/WO No.	02/2/22	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	18	31/3/22	1,03,810-00	□ Yes □ No
2.	19	31/3/22	1,68,700-00	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A Bills total (Excluding Transport & Hamali Charges):	2,64,240-00

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

MRN nos.:	105698, 105696	Proof of delivery matches MRN	☑ Yes □ No

Amount B –Other Credits : Transportation charges	8260-00
Amount C –Other Debits :	—
Amount D (D=A+B-C) – Amount to be credited to the supplier:	2,72,500-00
Amount E – PO / WO value:	2,30,100-00
Amount F – Difference (A – E):	34,140-00

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	

Remarks: Sneez guard extra work done can be approved

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date		30 APR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
30 APR 2022
Sr. MANAGER PURCHASE

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.:	85784	PO date:	22/2/22	Req. no.:	164557	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	Ssi	6/4/22	T. MRSH	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

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

Freeze Solutions Shed No.8 Plot No 7/2 Ida Nacharam, Hyderabad Telangana GSTIN/UIN: 36AHQPK3722N2ZT State Name : Telangana, Code : 36 E-Mail : freezesolutions@gmail.com	Invoice No. e-Way Bill No. **18**	Dated **31-Mar-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **G V Reserch Centers Pvt Ltd** 5-4-187/3&4,IInd Floor, Soham Mansion, M G Road, Secunderabad-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**SINGLE DOOR VISI COOLER** *400lts*	841830	**1.00 no**	42,000.00	no		**42,000.00**
2	**Dish Landing Table** *48" x 24"x34"+6"*	94032090	**1.00 no**	23,000.00	no		**23,000.00**
3	**Ss Rack** *5x Shelves*	94032010	**1.00 no**	20,000.00	no		**20,000.00**
							85,000.00
	OUTPUT SGST@9%			9	%		**7,650.00**
	OutPut Cgst @ 9%			9	%		**7,650.00**

continued ...

SUMMIT SALES LLP R.R. DIST.
INWARD
No: 93007
Date: 5|4
Sign: L

This is a Computer Generated Invoice

Tax Invoice(Page 2)

Freeze Solutions Shed No.8 Plot No 7/2 Ida Nacharam, Hyderabad Telangana GSTIN/UIN: 36AHQPK3722N2ZT State Name : Telangana, Code : 36 E-Mail : freezesolutions@gmail.com	Invoice No. e-Way Bill No. **18**	Dated **31-Mar-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **G V Research Centers Pvt Ltd** 5-4-187/3&4, IInd Floor, Soham Mansion, M G Road, Secunderabad-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
	Transport & Other Charges						**3,500.00**
	Total		3.000 no				**1,03,800.00** ₹

Amount Chargeable (in words)

E. & O.E

One Lakh Three Thousand Eight Hundred INR Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
841830	42,000.00	9%	3,780.00	9%	3,780.00	7,560.00
94032090	23,000.00	9%	2,070.00	9%	2,070.00	4,140.00
94032010	20,000.00	9%	1,800.00	9%	1,800.00	3,600.00
Total	85,000.00		7,650.00		7,650.00	15,300.00

Tax Amount (in words) : **Fifteen Thousand Three Hundred INR Only**

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 93007
Date: 5/4
Sign: L

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Freeze Solutions

T. Pavan

Authorised Signatory

This is a Computer Generated Invoice

INWARD
Inward No: 8852 Dt: 31/3/22
MRN No: 105698 Dt: 4/4/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd

GSTIN No. : 36AHQPK3722N2ZT

DELIVERY CHALLAN

Ph : 040-27155156
9849135156

FREEZE SOLUTIONS

Shed No.8, Plot No.7/2, Road No.1, Beside HP Petrol Pump,
IDA Nacharam, Hyderabad - 500 076.

M/s. GV Research centers Pvt Ltd
Thurkapally, Telangana

D.No. 592
85784/164557

Date :

Please receive the under mentioned goods as per your order No.

Sl. No.	Material Code	PARTICULARS	Quantity	Remarks
1.		Visi cooler 400Ltr	01 No	
2.		Dish landing table	01 No	
3.		SS Rack 5x shelves	01 No	
			03 No	

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 5968
Date: 5/4
Sign: L

INWARD
8852 31/3/22
105698 04/4/22
Received
D. Rajkumar D. Rajkumar
Genome Valley Research Center Pvt. Ltd.

Receiver's Signature

For **FREEZE SOLUTIONS**

T. Ramaraju
Authorised Signatory

Transport - 3500/-
pay to Driver

Tax Invoice

Freeze Solutions Shed No.8 Plot No 7/2 Ida Nacharam, Hyderabad Telangana GSTIN/UIN: 36AHQPK3722N2ZT State Name : Telangana, Code : 36 E-Mail : freezesolutions@gmail.com	Invoice No. 19 e-Way Bill No.	Dated **31-Mar-2022**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **G V Reserch Centers Pvt Ltd** 5-4-187/3&4,IInd Floor, Soham Mansion, M G Road, Secunderabad-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Bain Maire** *With Sneeze Guard & Step Rail*	73239390	**2.00 no**	70,000.00	no		**1,40,000.00**
	OutPut Cgst @ 9%			9	%		**12,600.00**
	OUTPUT SGST@9%			9	%		**12,600.00**
	Transport & Other Charges						**3,500.00**
	Total		**2.00 no**				**1,68,700.00** ₹

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

One Lakh Sixty Eight Thousand Seven Hundred INR Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73239390	1,40,000.00	9%	12,600.00	9%	12,600.00	25,200.00
Total	**1,40,000.00**		**12,600.00**		**12,600.00**	**25,200.00**

Tax Amount (in words) : **Twenty Five Thousand Two Hundred INR Only**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Freeze Solutions

For FREEZE SOLUTIONS

Authorised Signatory

PROPRIETOR

This is a Computer Generated Invoice

SUMMIT SALES LLP
IN WARD
No: 9392 I
Date: 30/4
Sign:
R.R. DIST.

GSTIN No. : 36AHQPK3722N2ZT

DELIVERY CHALLAN

Ph : 040-27155156
9849135156

FREEZE SOLUTIONS

Shed No.8, Plot No.7/2, Road No.1, Beside HP Petrol Pump,
IDA Nacharam, Hyderabad - 500 076.

M/s. G.V. Reserch centers Pvt Ltd
Thurkapally hyd

D.No. 593
164557/85784

Date : 1/4/22

Please receive the under mentioned goods as per your order No.

Sl. No.	Material Code	PARTICULARS	Quantity	Remarks
1.		Bain maire with sneeze Guard & step Rail	02 No	
			2 No	

INWARD
Inward No: 8862 Dt: 1/4/22
MRN No: 105696 Dt: 4/4/22
Received By: D. Rajan Sign: D. Rajan
Genome Valley Research Center Pvt. Ltd.

For FREEZE SOLUTIONS

T. Pavan
Authorised Signatory

Receiver's Signature

SUMMIT SALES LLP
R.R. DIST.
IN WARD
No: 79517
Date: 30/4
Sign: L

Purchase Order

 22-02-2022 14:16:35

85784

14.02.22 2:32:35

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Freeze Solutions Shed-8, Plot no.7/2, road no.1, beside H.P. Petrol Pump, IDA nacharam, Hyd.	**Doc No**	85784	164557
	Doc Date	22-02-2022	
	Quote No	FS/1523	
GSTIN 36AHQPK3722N2ZT	**Quote Date**	22-02-2022	
64606264 9849135156/9293655126	**SupplyType**	Supply And Installation	

Kind Attn : Mr.Khan/Mr.Sunil

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	5231 - Equipment - machinery - Bain Marie - NA - Nos *4x1/1, GN Pan 150mm Deep with SS Lid, 60"x30"x34"*	2.00	55,000.00	0.00	18.00	129,800.00
2	5160 - Equipment - machinery - Bottle Cooler - NA - nos *(Visi cooler) make-Truefrost/Western, 400 ltrs capacity*	1.00	42,000.00	0.00	18.00	49,560.00
3	5123 - Equipment-consumable durable - Washing machine - Other - nos *SS 2x dish washing unit, 48"x24"x34"+6"*	1.00	23,000.00	0.00	18.00	27,140.00
4	5541 - Furniture - Rack - Other - nos *Storage Rack, 5x shelves, 46"x22"x72"*	1.00	20,000.00	0.00	18.00	23,600.00
			Total Order Value . . .			**230,100.00**

Rupees : Two Lakh(s) Thirty Thousand One Hundred Only.

Terms and Conditions :-

Specification / Brand	Specifications and brands as mentioned in the approved quote no FS/1523. Dated- 22-12-21.
Payment Terms	60% advance payment, balance after delivery and instalation at site
Tax	GST included in the above prices
Delivery Date	With 10 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	12 Months from the date of delivery aganist any manufacturing defects.
Advance Paid	Rs. 1,38,000-00, by cheque...............dated..........
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damage is in suppliers account, above order is for ceteteria purpose
Completion Date	Nil
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.'

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Freeze Solutions***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	GVRC		Date:		16-02-2022		
Site & Phase :	Innopolis		Time:		01:20 pm		
Supplier	Freeze Solutions		Req. No.		164557		
Material required before date:			ID No.		74045		
No	Description	Size	Quantity	Units	Inward No	Date	
1	SS Bain Marie with 4x1/1 GN Pan 150 mm deep with SS Lid	60" x 30" x 34"	2	No.			
2	Bottle Cooler (Visi Cooler) Make: ~~Trufis~~ Trufrost / Western	400 ltrs	1	No.			
3	SS 2 x Sink Dish Washing Unit	48" x 24" x 34" + 6"	1	No.			
4	SS Storage Rack (5 x Shelves)	46" x 22" x 72"	1	No.			
5							
6							
7							
8							
9							

8584

Remarks: Safety Material for site.

Prepared By	Waseem	Approved by	Ramesh Reddy
Sign.& Date	16-02-2022	Sign. & Date	APPROVED 18 FEB 2022 P. PRABHAKAR Sr. MANAGER PURCHASE

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