PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6/22	Prepared by	Prabhakar	Serial no.	**4881**
Supplier name	Pinkrupa Agency.			HO inward no.	
Firm/Company	GVRC	Project	Anupolis.	HO received date	
PO/WO date	29/1	PO/WO No.	87480.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	6	23/4/22	4720-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			4720-00
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:	106526	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:			4720-00
Amount E – PO / WO value:			4720-00
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	13/6		
Remarks:			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		[signature]			
Date					
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.:	87480	PO date:	29/01/22	Req. no.:	164833	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: Full material Received, Close the PO.

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	(Sd)	9/5/22	T. MADHU	Madhu	9/5/22

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
	D. [illegible]	10/5/22			

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
		13 MAY 2022

APPROVED BY
13 MAY 2022
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice

JIN KRUPA AGENCY Plot No 56,Ground Floor.Sarva Sukhi Colony, West Marredpally,Secundrabad,Hyderabad GSTIN/UIN: 36AEMPM4587N1ZL State Name : Telangana, Code : 36	Invoice No. **6**	Dated **23-Apr-22**
	Delivery Note	Mode/Terms of Payment
	Dispatch Doc No. **87480**	Delivery Note Date
Consignee (Ship to) **G V Reserch Center Pvt Ltd** GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Dispatched through	Destination
Buyer (Bill to) **G V Reserch Center Pvt Ltd** GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	MRP/ Marginal	Quantity	Rate	per	Amount
1	**Green Pipe**	39173290	18 %		**10 mts**	400.00	mts	**4,000.00**
	CGST							**360.00**
	SGST							**360.00**
	Total				**10 mts**			**₹ 4,720.00**

INWARD
Inward No: 9014 Dt: 27/4/22
MRN No: 106526 Dt: 27/4/22
Received By:
Sign:
Genome Valley Research Center Pvt. Ltd.

9246364748

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

INR Four Thousand Seven Hundred Twenty Only

Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
4,000.00	9%	360.00	9%	360.00	720.00
Total: 4,000.00		**360.00**		**360.00**	**720.00**

Tax Amount (in words) : **INR Seven Hundred Twenty Only**

JIN KRUPA AGENCY
Plot No.56, H.No: 4-03-059,
Ground Floor, Sarva Sukhi Colony,
West Marredpally, Secunderabad - 500026

Company's Bank Details
Bank Name : **Hdfc Bank**
A/c No. : **50200059117910**
Branch & IFS Code : **East Maradpally & HDFC0001293**

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

for JIN KRUPA AGENCY

Authorised Signatory

This is a Computer Generated Invoice

Tax Invoice

JIN KRUPA AGENCY Plot No 56,Ground Floor.Sarva Sukhi Colony, West Marredpally,Secundrabad,Hyderabad GSTIN/UIN: 36AEMPM4587N1ZL State Name : Telangana, Code : 36	Invoice No. 6	Dated **23-Apr-22**
	Delivery Note	Mode/Terms of Payment
	Dispatch Doc No. **87480** /164833	Delivery Note Date
Consignee (Ship to) **G V Reserch Center Pvt Ltd** GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Dispatched through	Destination
Buyer (Bill to) **G V Reserch Center Pvt Ltd** GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	MRP/ Marginal	Quantity	Rate	per	Amount
1	**Green Pipe**	39173290	18 %		**10 mts**	400.00	mts	**4,000.00**
	CGST							**360.00**
	SGST							**360.00**
	Total				**10 mts**			**₹ 4,720.00**

INWARD
Inward No: 9014 Dt: 27/4/22
MRN No: 166526 Dt: 27/4/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

9246344748

Amount Chargeable (in words)

E. & O.E

INR Four Thousand Seven Hundred Twenty Only

	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
	4,000.00	9%	360.00	9%	360.00	720.00
Total:	**4,000.00**		**360.00**		**360.00**	**720.00**

Tax Amount (in words) : **INR Seven Hundred Twenty Only**

JIN KRUPA AGENCY
Plot No.56, H.No: 4-03-069,
Ground Floor, Sarva Sukhi Colony,
West Marredpally, Secunderabad - 50002?

Company's Bank Details
Bank Name : **Hdfc Bank**
A/c No. : **50200059117910**
Branch & IFS Code : **East Maradpally & HDFC0001293**

for JIN KRUPA AGENCY

Authorised Signatory

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

This is a Computer Generated Invoice

Purchase Order

 20-04-2022 2:05:16 PM ... Copy / Purchase Div.Copy

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

87480
04.04.22 1:33:44

Supplier Details			
Jinkrupa Agency	**Doc No**	87480	164833
4-3-75/3, Hill Street, Sec-Bad -500 003	**Doc Date**	29-01-2022	
	Quote No	NIL	
GSTIN 36AEMPM4587N1ZL	**Quote Date**	11-04-2022	
2771-0119 98496-06725	**SupplyType**	Supply	

Kind Attn : Mr. Hemal H. Mehta

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7221 - Plumbing - PVC - Hose pipe - other - mtrs *4"*	10.00	400.00	0.00	18.00	4,720.00
					Total Order Value . . .	**4,720.00**

Rupees : Four Thousand Seven Hundred Twenty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
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	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 2727 2nd and 3rd floor exhaust line 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 *Jinkrupa Agency*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	11.04.2022
Site & Phase:	innopolis.	Time:	15:00
Supplier		Req. No.	164833
Material required before date:		ID No.	75508

No	Description	Size	Quantity	Units	Inward No	Date
1.	Hose pipe	4inch	10	meters		
2.						
	81480					
	Mayur					

Remarks: Towards 2727 2nd & 3rd floor exhaust line purpose

Prepared By	Madhu	Approved by	Mr. Madhu
Sign. & Date	11.04.2022	Sign. & Date	11.04.2022

Note:

APPROVED
21 APR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE