PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	4/6/22	Prepared by	Prasprakar	Serial no.	4886
Supplier name	Shwe Ths Computer			HO inward no.	
Firm/Company	GVRC	Project	Imopolts	HO received date	
PO/WO date	18/5	PO/WO No.	88370	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	00006509	1/6	3700-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3700-00
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:	3700-00
Amount E – PO / WO value:	3700-00
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	12/6
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:		PSL			
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.

TAX INVOICE

☐ Original for Recepient ☐ Triplicate for Supplier
☐ Duplicate for Transporter ☐ Extra Copy

SHWETA COMPUTERS

SHOP NO. 1,2,3 AND 4, GROUND FLOOR , CHENOY TRADE CENTRE ,
PARKLANE ,SECUNDERABADTELANGANAHYDERABAD 500003
State Name 36 - Telangana
Phone:040-66143437,66143438,66143439,
Email:Shwetacomputers@shwetagroup.com
GSTIN:36ACUFS2935A1ZZ
PAN:ACUFS2935A

Bill To :
GV RESEARCH CENTERS PRIVATE LIMITED
5-4-187/3, Soham mansion, MG Road, MG Road
SECUNDERABAD,Hyderabad, Telangana, 500003
9246364748
HYDERABAD - 500003
State : 36 - Telangana
PO NO:88370 /203023 DATE:18-05-2022

Ship to:

Invoice No. : 00006509
Invoice Date : 01/06/2022
GSTIN : 36AAHCG4562D1ZP
PAN :

SR : IRFAN
IRN : 7ee16cc2aebf8cb5da648e3e1464f2b76fb3aaa23b59e784 0c99679b1037265b

SI	Product Description	HSN/ SAC	Qty	Rate (incl GST)	Rate	Taxable Amount	CGST		SGST		IGST	
							%	Amt	%	Amt	%	Amt
1	HDD 128 GB SSD MASTER	85235100	2	1850.00	1567.80	3135.59	9.00	282.20	9.00	282.20	0.00	0.00
						3135.59						
	CGST				9.00	282.20						
	SGST				9.00	282.20						
	ROUND OFF				0.00	0.01						
	Grand Total:		2			**3700.00**		**282.20**		**282.20**		

INWARD
Inward No: 169 Dt: 01/6/2
MRN No: Dt:
Received By: Saman Sign:
MODI PROPERTIES

Sf

Rupees Three Thousand Seven Hundred Only.

Bank Details :
HDFC BANK PARADISE **A/C NO** : 50200010045314, **IFSC**: HDFC0000042

Terms & Condition :
1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to **HYDERABAD** jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SUMMIT SALES LLP IN WARD No: 95081 Date: 2/6/22 Sign: R.R. DIST.

E.&O.E
For **SHWETA COMPUTERS**

SHWETA COMPUTERS SEC-BAD

Authorised Signatory

SERVICE TIME : MONDAY TO FRIDAY 12 Noon to 5 PM

Purchase Order

 18-05-2022 11:57:13

88370
27.04.22 12:24:13

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			
Shweta Computers Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003. **GSTIN** 36ACUFS2935A1ZZ 9248091726	**Doc No**	88370	203023
	Doc Date	18-05-2022	
	Quote No	Nil	
	Quote Date	25-03-2022	
	SupplyType	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	1.00	3,700.00	0.00	0.00	3,700.00
					Total Order Value . . .	**3,700.00**

Rupees : Three Thousand Seven Hundred Only.

Terms and Conditions :-

Specification /	All items shall be of Seagate
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	3700 /-
Other Terms	We reserve the right to reject items not conforming to quality and specifications. above order for Head office Haripriya 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 : 18/05/2022

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ______________________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	17-05-2022
Site & Phase :	Head Office	Time:	
Supplier		Req. No	203023
Material required before date:		ID No.	76483

No	Description	Size	Quantity	Units	Inward No	Date
1	I TB HDD		1	No		
2						
3						
4						
5	88370					
6						
7						
8						
9						
10						

Remarks: This is for HO haripriya

APPROVED
18 MAY 2022
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Suneel	Approved by	
Sign.& Date	17-05-2022	Sign. & Date	

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