

**PURCHASE DIVISION**  
Advice for approval for credit to supplier

|                                                                                                                                                                                                                                        |                  |                                                                                                                                                                 |             |                                                                     |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------|------------------|
| Date: 01/08/22                                                                                                                                                                                                                         |                  | Prepared by: MINISH                                                                                                                                             |             | Serial no. 6701                                                     |                  |
| Supplier name: RSLP.                                                                                                                                                                                                                   |                  |                                                                                                                                                                 |             | HO inward no.                                                       |                  |
| Firm/Company: GVD                                                                                                                                                                                                                      |                  | Project: Genopolis                                                                                                                                              |             | HO received date                                                    |                  |
| PO/WO date: 29/07/22                                                                                                                                                                                                                   |                  | PO/WO No. 90308                                                                                                                                                 |             | Scan ID.                                                            |                  |
| Sl no.                                                                                                                                                                                                                                 | Bill no.         | Bill date                                                                                                                                                       | Bill amount | Original attached                                                   |                  |
| 1.                                                                                                                                                                                                                                     | 24823            | 25/07/22                                                                                                                                                        | 259/-       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| 2.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 3.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| 4.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                  |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                         |                  |                                                                                                                                                                 |             | 259/-                                                               |                  |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                                                                                                                                                                 |             |                                                                     |                  |
| MRN nos.: 109962                                                                                                                                                                                                                       |                  | Proof of delivery matches MRN                                                                                                                                   |             | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                      |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Amount C – Other Debits :                                                                                                                                                                                                              |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                            |                  |                                                                                                                                                                 |             | 259/-                                                               |                  |
| Amount E – PO / WO value:                                                                                                                                                                                                              |                  |                                                                                                                                                                 |             | 259/-                                                               |                  |
| Amount F – Difference (A – E):                                                                                                                                                                                                         |                  |                                                                                                                                                                 |             | NIL                                                                 |                  |
| Quantity received as per PO / WO                                                                                                                                                                                                       |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |             |                                                                     |                  |
| Close PO / WO                                                                                                                                                                                                                          |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |             |                                                                     |                  |
| Payment – due date                                                                                                                                                                                                                     |                  | 02/08/22                                                                                                                                                        |             |                                                                     |                  |
| Remarks:                                                                                                                                                                                                                               |                  |                                                                                                                                                                 |             |                                                                     |                  |
|                                                                                                                                                                                                                                        |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Approved by                                                                                                                                                                                                                            | Purchase Officer | Purchase Manager                                                                                                                                                | MD          | Accountant                                                          | Accounts Manager |
| Name:                                                                                                                                                                                                                                  |                  |                                                                                                                                                                 |             |                                                                     |                  |
| Sign:                                                                                                                                                                                                                                  |                  |                                                                                                                                                                 |             |                                                                     |                  |
| 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 weightment 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.

8105

## TAX INVOICE

## Summit Sales LLP

ORIGINAL INVOICE

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

1 of 1 :

| Customer Details            |                                                 |         |                      | Invoice No.    | 24823      |      |         |
|-----------------------------|-------------------------------------------------|---------|----------------------|----------------|------------|------|---------|
| GV Discovery Center Pvt Ltd |                                                 |         |                      | Invoice Date.  | 25-07-2022 |      |         |
| 119,191, Synergy Square1    |                                                 |         |                      | PO No.         | 90308      |      |         |
|                             |                                                 |         |                      | PO Date.       | 23-07-2022 |      |         |
|                             |                                                 |         |                      | Req ID         | 78250      |      |         |
|                             |                                                 |         |                      | Req Date       | 21-07-2022 |      |         |
|                             |                                                 |         |                      | Loc Req No     | 196143     |      |         |
| GSTIN : 36AAHCG4940K1ZC     |                                                 |         |                      | PAN AAHCG4940K |            |      |         |
|                             | Description of Goods                            | HSN/SAC | Qty                  | Rate           | Gross      | Tax% | Tax Amt |
| 1                           | 111200 - STAT-Stationary - Pencil-- - - - Boxes | 960910  | 2                    | 42.00          | 84.00      | 12   | 10.08   |
| 2                           | 532900 - STAT-Stationary - Whitners-- - - - Nos | 960899  | 5                    | 21.00          | 105.00     | 18   | 18.90   |
| 3                           | 730400 - STAT-Stationary - Pen-Blue color-Cello | 960899  | 10                   | 3.50           | 35.00      | 18   | 6.30    |
| 4                           |                                                 |         |                      |                |            |      |         |
| 5                           |                                                 |         |                      |                |            |      |         |
| 6                           |                                                 |         |                      |                |            |      |         |
| 7                           |                                                 |         |                      |                |            |      |         |
| 8                           |                                                 |         |                      |                |            |      |         |
| 9                           |                                                 |         |                      |                |            |      |         |
| 10                          |                                                 |         |                      |                |            |      |         |
| 11                          |                                                 |         |                      |                |            |      |         |
| 12                          |                                                 |         |                      |                |            |      |         |
| 13                          |                                                 |         |                      |                |            |      |         |
| 14                          |                                                 |         |                      |                |            |      |         |
| 15                          |                                                 |         |                      |                |            |      |         |
| IGST                        | CGST                                            | SGST    | Total Taxable Amount |                | 224.00     |      | 35.28   |
|                             | 17.64                                           | 17.64   | Total Invoice Amount |                | 259.28     |      |         |

Rupees : Two Hundred Fifty Nine and Paise Twenty Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the transparency and accountability of the organization. This section also outlines the various methods used to collect and analyze data, ensuring that the information is reliable and up-to-date.

2. The second part of the document focuses on the implementation of the proposed changes. It details the steps involved in the rollout process, from initial planning to final execution. This section also addresses potential challenges and provides strategies to overcome them, ensuring a smooth transition to the new system.

3. The third part of the document discusses the ongoing monitoring and evaluation of the project. It highlights the importance of regular communication and reporting to keep all stakeholders informed of the progress. This section also includes a timeline for the project, with key milestones and deadlines clearly defined.

4. The fourth part of the document provides a summary of the findings and conclusions. It reiterates the key points discussed throughout the document and offers recommendations for future actions. This section also includes a list of references and a glossary of terms, ensuring that all readers have a clear understanding of the document's content.

5. The final part of the document is a conclusion that summarizes the overall purpose and objectives of the project. It expresses confidence in the success of the initiative and encourages all team members to continue their efforts. This section also includes a closing statement and a signature line for the project manager.

# Purchase Order

Page(s) 1 Of 1

25-07-2022 12:24:14

Ori:



90308

14.07.22 12:47:28

From Company : **G V Discovery Center Pvt Ltd**

5-4-187/3&amp;4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003

G S T No. : 36AAHCG4940K1ZC

| Supplier Details                                                                                                                               |                   |  |              |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|--------------|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad<br><br><b>GSTIN</b> 36ACQFS2044C1Z7<br>040-66335551 9618244433 | <b>Doc No</b>     |  | 90308 196143 |
|                                                                                                                                                | <b>Doc Date</b>   |  | 23-07-2022   |
|                                                                                                                                                | <b>Quote No</b>   |  | NIL          |
|                                                                                                                                                | <b>Quote Date</b> |  | 21-07-2022   |
|                                                                                                                                                | <b>SupplyType</b> |  | Supply       |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| Item Name                                                                | Qty   | Rate  | Dis% | GST   | Amount        |
|--------------------------------------------------------------------------|-------|-------|------|-------|---------------|
| 1 111200 - STAT-Stationary - Pencil-- - - Boxes                          | 2.00  | 42.00 | 0.00 | 12.00 | 94.08         |
| 2 532900 - STAT-Stationary - Whitners-- - - Nos                          | 5.00  | 21.00 | 0.00 | 18.00 | 123.90        |
| 3 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip<br>- - - Nos | 10.00 | 3.50  | 0.00 | 18.00 | 41.30         |
| <b>Total Order Value . . .</b>                                           |       |       |      |       | <b>259.28</b> |
| Rupees : Two Hundred Fifty Nine and Paise Twenty Eight 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 Working Day.**Delivery Location** 119, 191 Synergy Square 1

Phone. -

**Penalty 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 Site office purpose.**Completion Date** NA**Measurment** NA**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 Discovery Center Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name :

Name : \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_



|                                |                                                         |                      |                       |                     |           |             |  |    |  |
|--------------------------------|---------------------------------------------------------|----------------------|-----------------------|---------------------|-----------|-------------|--|----|--|
| Requisition Form               |                                                         |                      |                       |                     |           |             |  |    |  |
| Company Name:                  |                                                         | G V Discovery Center |                       | Date:               |           | 21-07-2022  |  |    |  |
| Site & Phase :                 |                                                         | Genopolis            |                       | Time:               |           | 11:30 Hrs   |  |    |  |
| Supplier:                      |                                                         |                      |                       | Req. No.            |           | 196143      |  |    |  |
| Material required before date: |                                                         | Urgent               |                       | ID No.              |           | 78250       |  |    |  |
| S No                           | Item                                                    | Qty required         | Qty available at site | Order Qty           | Inward No | Inward Date |  |    |  |
| 1                              | STAT1112-Stationary-Pencil----Boxes                     | 2 -                  | ✓                     | 2                   |           |             |  |    |  |
| 2                              | STAT5329-Stationary-Whitners-----Nos                    | 5 -                  | ✓                     | 5                   |           |             |  |    |  |
| 3                              | STAT7304-Stationary-Pen-Blue color-Cello Fine grip--Nos | 10 -                 | ✓                     | 10                  |           |             |  |    |  |
| 4                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 5                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 6                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 7                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 8                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 9                              |                                                         |                      |                       |                     |           |             |  |    |  |
| 10                             |                                                         |                      |                       |                     |           |             |  |    |  |
| Remarks:                       |                                                         |                      |                       |                     |           |             |  |    |  |
|                                |                                                         | Project Manager      |                       | APPROVED            |           | Purchase    |  | MD |  |
| Prepared By:                   |                                                         | Meghana              |                       | 25 JUL 2022         |           |             |  |    |  |
| Approved By:                   |                                                         | Subbareddy           |                       | MINISH PARIKH       |           |             |  |    |  |
| Sign & Date:                   |                                                         | 21.07.2022           |                       | MANAGER PROCUREMENT |           |             |  |    |  |

PO. 90308

21/7/2022



**Summit Sales LLP**

#5-4-187/3 &amp; 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email: purchases@modiproperties.com

1 of 1 : 25-07-2022

Supplier / Customer / Transporter - Copy

**Customer Details**

GV Discovery Center Pvt Ltd

119,191, Synergy Square I

GSTIN : 36AAHCG4940K1ZC

DC No. 21192  
 DC Date 25-07-2022  
 PO No. 90308  
 PO Date 23-07-2022  
 Req ID 78250  
 Req Date 21-07-2022  
 Loc Req No 196143

|    | Description of Goods                                              | HSN/SAC | Qty |
|----|-------------------------------------------------------------------|---------|-----|
| 1  | 111200 - STAT-Stationary - Pencil---- Boxes                       | 960910  | 2   |
| 2  | 532900 - STAT-Stationary - Whitners----- Nos                      | 960899  | 5   |
| 3  | 730400 - STAT-Stationary - Pen-Blue color-Cello Fine grip --- Nos | 960899  | 10  |
| 4  |                                                                   |         |     |
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Subject to Hyderabad Jurisdiction

|                                          |                     |
|------------------------------------------|---------------------|
| <b>INWARD</b>                            |                     |
| Inward No: 1518                          | Date: 26/7/22       |
| Slip No: 10996                           | Date: 27/7/22       |
| Received By:                             | Sign: <i>ndi3am</i> |
| Genome Valley Discovery Center Pvt. Ltd. |                     |

for Summit Sales LLP

Authorised signatory



