PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/11/22	Prepared by	AshaJyothi	Serial no.	10105
Supplier name	Abdul Aziz			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	18/5/22	PO/WO No.	88362	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	030	08/08/22	1,18,965/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,18,965/-
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:	1,18,965/-
Amount E – PO / WO value:	1,18,986/-
Amount F – Difference (A – E):	21/-
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	14/11/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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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.

ABDUL AZIZ

TAX INVOICE CASH / CREDIT

Cell : 9908194281
9182242690

ABDUL AZIZ

Supplier & Contractors

Spl. in : Plaster of Paris, False Ceiling, Gypsum Board, Partition Works, Thermacol Ceiling, Armstrong, Border, Flower & All Types of Ceiling Works.

14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500 018. Email : rkdecorators@gmail.com

Seller GST No.: 36AYAPA9482A2ZQ
Pan No. AYAPA9482A
Mode of Transport :
Product Reference No.
State : Telangana, State Code : 36

Invoice No. : 030
Invoice Date :
Date of Supply : 08/08/2022
PO No. & Date : 88362 29/09/2022

Details of Receiver / Billed to :
Name : GV Reserch Centers PVT LTD
Address :
Buyer GSTIN 36AAHCG4562D1ZP
State Telangana Code 36

Details of Delivery Address :
Name :
Address :
Buyer GSTIN
State Code

S.No.	NAME OF THE PRODUCT	HSN Code	Qty.	Unit Price	Taxable Value
1	2727 Cafeteria	998391	2690	36	96,840
2	2727 East entrance	998391	110.50	36	3978

SUMMIT SALES LLP R.R. DIST.
IN WARD No: 97568
Date: 8/8/22
Sign:

Total Invoice Amount : (Inwords) One lakh Eighteen thousand nine hundred Sixty five only

Total Amount Before Tax	1,00,818/-
Add CGST @ 9 %	9073.62
Add SGST @ 9 %	9073.62
Add IGST @ %	
Total Amount GST	18,147.24
Total Amount After Tax	1,18,965.24
GST Payable on Reverse Charge	

Goods once sold will not be taken back.
Our responsibility ceases once delivery made.

For **ABDUL AZIZ**

F&S NOC

Purchase Order

21-10-2022 16:33:43

Original / Office Copy / Purchase Div.Copy

.om 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			
Abdul Aziz #14-1-96/3/B, Allapur, Borabanda, Hyderabad - 500018	**Doc No**	88362	164952
	Doc Date	18-05-2022	
	Quote No	NIL	
GSTIN 36AYAPA9482A2ZQ	**Quote Date**	16-05-2022	
9908194281	**SupplyType**	Supply	

Kind Attn : Mr. Abdul Aziz

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6022 - Miscellaneous - False Ceiling - NA - sft *Plain false ceiling*	2,801.00	36.00	0.00	18.00	118,986.48
					Total Order Value . . .	**118,986.48**

Rupees : One Lakh(s) Eighteen Thousand Nine Hundred Eighty Six and Paise Fourty Eight Only.

Terms and Conditions :-

Specification /	Above rate as per guideline cir.no.852(E) dtd. 19-07-2021 issued by our M.D. and accepted by contractor. Above rates are inclusive of all.
Payment Terms	50% advance at the time of PO, balance on completion of work.
Tax	All taxes included in above price.
Delivery Date	Within 4days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	One year on workmanship
Advance Paid	Rs. 16,992/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 Cafeteria, 2727 east entrance purpose.
Completion Date	Work to be completed in 4days. Penalty of 5% of order value per week shall be levied for delay.
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
Security	Supplier shall be responsible for security and storage of material at site at its risk and cost.
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.'

Books of accounts verified and no bills wrt this PO were received by accounts

Name:

Sign: A. Jaber Rai

Date: 03-11-22

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For ***Abdul Aziz***

Name : ____________

Name : ____________

Date : __/__/____

Company Name:	GV Research Centers Pvt Ltd.	Requisition Form Date:	16.05.2022
Site & Phase:	Innopolis.	Time:	1:00
Supplier	Adul Aziz Ansari	Req. No.	164952
Material required before date:	17.05.2022	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1.	False ceilling	-	2801	sft		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.		Madhu				

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MANAGER PROCUREMENT

Remarks: Towards 2727 cafeteria,2727 east entrance purpose

Prepared By	Praveen.K	Approved by	Madhu.T
Sign. & Date	16.05.2022	Sign. & Date	16.05.2022

Note: Work is already completed

88362

Work completed.

Construction division.
Advice for giving credit to contractors/suppliers.

Sl. No. – site bills register	590	Date - site bills Register	30/5/22
Company Name:	GVRC	Site:	Innopolis
Name of Contractor	Abdul Aziz		
Nature of work	False Ceiling		
Work done	From Date 05-03-22	To Date	20-03-22

Sl. No.	Villa/Flat/block no.	Qty.	Rate	Units	Amount	Contractors bill no
1.	2727-Cafeteria	2310	36	sft	83,160	
2.		380	36	rft	13,680	
3.	2727-East entrance	110.50	36	sft	3,978	
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.	Total:				1,00,818	

Bill required	☑ YES ☐ NO.	GST bill required	☐ YES ☑ NO.
Measurement & estimate sheet:	☑ Required ☐ Not required	Measurement & estimate sheet:	☑ Enclosed ☐ Not enclosed
PO/WO no.		PO/WO date:	

Remarks : Work completed.

Approved by Project Manager	Approved by Design Team	Approved by M.D.
Date: 30/5/22	Date:	Date:
Sign: Manju	Sign:	Sign:

Notes: 1. This advice must be sent within 7 days of completing work. 2. This form can be used for certifying labour bills, bills for hire charges, earth work, turnkey civil contractors. 3. Wherever not applicable – fill NA. 4. Estimate and measurement sheets are not required for turnkey jobs where guideline rates are clearly given.