PURCHASE DIVISION
Advice for approval for credit to supplier

6

Date:	30/11/12	Prepared by	Vanaja	Serial no.	11026
Supplier name	SSLLP			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	23/11/22	PO/WO No.	94274	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	27186	25/11/22	4,330/-	☑ Yes □ No
2.				☑ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4,330/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 114321	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:	4,330/-
Amount E – PO / WO value:	4,330/-
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	05/12/22
Remarks: Final Bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	Vanaja				
Date	30/11/22				
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 INVOICE

Summit Sales LLP

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

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
GV Research center Pvt Ltd	Invoice No.	27186
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	Invoice Date.	25-11-2022
	PO No.	94274
	PO Date.	23-11-2022
	Req ID	81792
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	22-11-2022
	Loc Req No	206461

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	875300 - STAT-Stationary - Ring Binder Files-- -	48203000	10	187.00	1,870.00	18	336.60
2	301600 - STAT-Stationary - Project Folder-- -	48203000	100	5.50	550.00	18	99.00
3	600200 - STAT-Stationary - Box File Big-- - - - Nos	481960	10	44.00	440.00	18	79.20
4	369200 - STAT-Stationary - CD Marker-- - - - Nos	96082000	40	18.90	756.00	18	136.08
5	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	25090000	10	6.30	63.00	0	0.00
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	3,679.00	650.88
	325.44	325.44	Total Invoice Amount	4,329.88	

Rupees : Four Thousand Three Hundred Twenty Nine and Paise Eighty Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP R.R. DIST. INWARD No. 101870 Date 25/11/22 Sign:

Authorised signatory

Purchase Order

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

94274
16.11.22 3:08:33

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94274	206461
	Doc Date	23-11-2022	
	Quote No	nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	23-11-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	875300 - STAT-Stationary - Ring Binder Files-- - A3&A5 - Nos	10.00	187.00	0.00	18.00	2,206.60
2	301600 - STAT-Stationary - Project Folder-- - A3&A4 - Nos	100.00	5.50	0.00	18.00	649.00
3	600200 - STAT-Stationary - Box File Big-- - - - Nos	10.00	44.00	0.00	18.00	519.20
4	369200 - STAT-Stationary - CD Marker-- - - - Nos	40.00	18.90	0.00	18.00	892.08
5	402300 - STAT-Stationary - Chalk Piece-- - - - Boxes	10.00	6.30	0.00	0.00	63.00
					Total Order Value . . .	**4,329.88**

Rupees : Four Thousand Three Hundred Twenty Nine and Paise Eighty Eight Only.

Terms and Conditions :-

Specification /	All items shall be of branded
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working 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 Site use 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

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

Authorised Signatory

Name : 23/11/22

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____