

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 15/2/23		Prepared by: V. RAVI		Serial no. 14652	
Supplier name: GVDC - SCLP				HO inward no.	
Firm/Company: Crestalia Ltd		Project: Gv one		HO received date	
PO/WO date: 30/08/22		PO/WO No. 91475		Scan ID.	
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	1005	3/5/22	3030/-	☒ Yes ☐ No	
2.			/	☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):				3030/-	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:	111382		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:				3030/-	
Amount E – PO / WO value:				3030/-	
Amount F – Difference (A – E):				NIL	
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		17/2/23			
Remarks: find bill.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:					
Date	15/2/23				
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: full material received						
PO no.:	91475	PO date:	30.08.2022	Req. no.:	195063	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						
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	
bhavani	Ch. Bhavani	09/01/2023	Subba Reddy		09/01/2023	
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:						
Bills not received						
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	
Unod	R. Unod	18/01/23				
Advice by MD - action to be taken by purchase:						
☒	Get certified bill from supplier (not original).					
☒	Prepare bill in SSLP 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		

APPROVED BY
31 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

Page(s) 1 Of 1

03-09-2022 12:33:09

Original / Office Copy / Purchase Order Copy

From Company : **Crescentia Labs Pvt Ltd**

Plot No.15-B, MN Park Phase-I, Sy No.230 to 243, Turkapally Village, Shameerpet Mandal, Medchal Malkajigiri (D).

G S T No. : 36AADCB2608M1ZO

Supplier Details

G V Discovery Center Pvt Ltd

Sy no 119, 191, Synergy square 1, Thurkapally, Ranga reddy.

GSTIN 36AAHCG4940K1ZC

040-66335551

Doc No	91475	195063
Doc Date	30-08-2022	
Quote No	nil	
Quote Date	29-08-2022	
SupplyType	Supply	

Kind Attn : Meghna

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 921800 - CEME-Cement - PPC-- - 50kg - Bags	10.00	236.72	0.00	28.00	3,030.02
Total Order Value . . .					3,030.02

Rupees : Three Thousand Thirty and Paise Two Only.

Terms and Conditions :-

Specification / Brand As per details given in the quotation.

Payment Terms After Delivery & Production of bill.

Tax Nil

Delivery Date Next day

Delivery Location G V One

Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D)

Phone .

Penalty For Delay Nil

Transportation Cost Nil

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming quality and specifications. Above order for site use purpose.

Completion Date NA

Measurment Nil

Security Nil

Remarks

For Crescentia Labs Pvt Ltd

Authorized Signatory

Accepted the above Terms And Conditions

For G V Discovery Center Pvt Ltd

Signature : _____

Name : _____

Date : / /

TRANSIT INVOICE

**M/s. GV DISCOVERY
CENTERS PVT. LTD.**

5-4-187/3 & 4, II Floor,
Soham Mansion, M.G. Road,
Secunderabad - 500 003.

GSTIN/UIN: 36AAHCG4940K1ZC

Invoice No. **1005**

Date: 03/09/2022

DC No. 1005

DC Date: 03/09/2022

Purchase Order No. 91475

P.O. Date: 30/08/2022

Reg No: 195063

Recipient Name: **Grescentia Labs Pvt. Ltd.**

Mobile No:

Recipient Address: **GV One.**

GST:

PAN:

Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	921800-CEME-Cement -	-	28.00	10.00	236.72	3,030.02
2	PPC-50kg-Bags					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
	Transportation Charges					-
	Hamali charges					-
	CGST					-
	SGST					-
	Total					3,030.02

Amount (in words) **Three thousand and thirty Rupees only.**

For M/s. GV Discovery Centers Pvt. Ltd.

E. & O.E

M. G. V.
03/09/22
Authorised Signatory

Subject to Hyderabad Jurisdiction.

DELIVERY CHALLAN

M/s. GV DISCOVERY CENTERS PVT. LTD.

H.O. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003.

Tel : 040 - 6633 5551

Site Office: Sy. No.119 & 191, Synergy Square I, MN Park, Genome Valley,

Shameerpet, Hyderabad, India.

GST : 36AAHCG4940K1ZC

M/s Grescentia Labs Pvt. Ltd.

DC No. : **1005**

Date : 03/09/2022

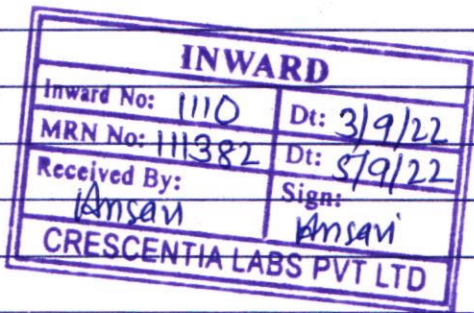
Vehicle No. : -

P.O. / W.O. No. : 91475

P.O. / W.O. Date : 30/08/2022

Site: GV One

Sl. No.	PARTICULARS	Quantity
1	922800 - CEME - Cement - PPC - 50kg - Bags	10.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		



Received the above materials in good condition. ✓

Received by : Ansaari

Date : 03/09/2022

Stamp: **G. V. DISCOVERY CENTERS PVT. LTD.**

Head Office: 5-4-187/3 & 4, II Floor,

Soham Mansion,

M.G. Road, Secunderabad-500 003

For M/s. GV Discovery Centers Pvt. Ltd.

Megha
03/09/22

Authorised Signatory