PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14658
Supplier name	G.V.R.C			HO inward no.	
Firm/Company	Cresentia Labs	Project	Gv one	HO received date	
PO/WO date	10/10/22	PO/WO No.	92732	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1011	12/10/22	6713/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6713/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112774	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:	6713/-
Amount E – PO / WO value:	6713/-
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	17/2/23
Remarks: find bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]				
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.

PROPERTIES PVT. LTD. INWARD 8335 15/2/23

Form for closure of purchase order

Data required from site/engineers: full material received							
PO no.:	92732	PO date:	10.10.2022	Req no.	195075	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	04/01/2023	Subba Reddy	[signature]	04/01/2023

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:

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
Vinod	Rvinod	18/01/23			

Advice by MD - action to be taken by purchase:

☒	Get certified bill from supplier (not original).		
☑	Prepare bill in SSLLP 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

/m 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

Supplir Detai.			
G V Reaserch Centers Pvt Ltd 5-4-187/3&4, II nd Floor, MG Road, Soham Mansion, Secunderabad-500003	Doc No	92732	195075
	Doc Date	10-10-2022	
GSTIN 36AAHCG45622D1ZP	Quote No	Nil	
	Quote Date	08-10-2022	
040-66335551 5-4-187/3&4, II nd Floor, MG Road,	SupplyType	Supply	

Kind Attn : Madhu

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	683600 - BUIL-Building Material - Tandoor Rough Stone-- - 600X600MM - Sqm	36.00	177.60	0.00	5.00	6,713.28
					Total Order Value . . .	**6,713.28**

Rupees : Six Thousand Seven Hundred Thirteen and Paise Twenty Eight Only.

Terms and Conditions :-

Specification / Brand	All items machine cut, 35mm thickness.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Gv one Plot No.15-B, MN Park Phase-I, Sy No. 230 to 243, Turkapally Village, Shameerpet mandal, Medchal Malkajigiri (D) Phone.
Penality For Delay	Nil
Transportation Cost	Extra.
Warranty	Ni
Advance Paid	nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Breakage in your account. Above order for shabad stone laying on footpath 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 Crescentia Labs Pvt Ltd
Authorised Signatory

Accepted the above Terms And Conditions
For *G V Reaserch Centers Pvt Ltd*

Name : __________ Name : __________ Date : __/__/___

TRANSIT INVOICE

M/s. GV Research Centers Pvt. Ltd. # 5-4-187/3 & 4, II Floor, Soham Mansion, M.G. Road, Secunderabad - 500 003. **GSTIN/UIN: 36AAHCG4562D1ZP**	Invoice No. 1011 DC No. 1012 Purchase Order No. 92732.	Date: 12/10/22. DC Date: 10/10/22 P.O. Date: 8/10/22

Recipient Name: Crescentia Labs pvt Ltd.	Mobile No:
Recipient Address: plot NO. 15-B, MN Park. phase - I.	

GST:	PAN:	Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	Building material - Tandoor		5.00	(36.00 sq	177.00	6,713.28 -
2	Rough stone.			100 Pieces.		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
	Transportation Charges					-
	Hamali charges					-
	CGST					.
	SGST					
	Total					6,713.28

INWARD
Inward No: 1130 Dt: 12-10-22
MRN No: 112774 Dt: 15-10-22
Received By: Ansan Sign: Ansan
CRESCENTIA LABS PVT LTD

Amount (in words) Six thousand seven hundred and ~~One~~ three Rupees only)

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

Nagamani 12/10/22
Authorised Signatory

E. & O.E

Subject to Hyderabad Jurisdiction.

DELIVERY CHALLAN

M/s. GV RESEARCH 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. 542, Plot no. 3, Synergy Square II, MN Park
Genome Valley, Shameerpet, Hyderabad, India

GST : 36AAHCG4562D1ZP

M/s Crescentia Labs pvt Ltd.

Site: plot No. 15-B, MN park phase - I.

DC No. : 1012
Date : 12/10/22
Vehicle No. :
P.O. / W.O. No. : 92782
P.O. / W.O. Date :

Sl. No.	PARTICULARS	Quantity
1	Building material - Tandoor - Rough stone.	36.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		36.00

INWARD
Inward No: 1130 Dt: 12-10-22
MRN No: 112774 Dt: 15-10-22
Received By: Ansari Sign: Ansari
CRESCENTIA LABS PVT LTD

Received the above materials in good condition.

Received by : Ansari
Date : 12/10/22
Stamp:

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

Nagamani 12/10/22
Authorised Signatory