PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V.RAVI	Serial no.	14666
Supplier name	GVDC - SSLLP			HO inward no.	
Firm/Company	Cresentia Labs	Project	GV one.	HO received date	
PO/WO date	28/5/22	PO/WO No.	88692	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1001	28/5/22	5451.60/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	5451.60/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 107928	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:	5451.60/-
Amount E – PO / WO value:	5451.60/-
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: final bill.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	VRAVI				
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.

MODI PROPERTIES PVT. LTD. * SEC'BAD
INWARD
No. 8327
Date 15/2/23
Sign.

Form for closure of purchase order Pur

Data required from site/engineers: full material received							
PO no.:	88692	PO date:	28.05.2022	Req. no.:	195025	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		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:
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
Vinod	R.Vinod	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. (GVDL).		
☐	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

28-05-2022 11:44:33 Original / Office Copy / Purchase Div Copy

.ıpany : **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

.upplier Details			
G V Discovery Centers Pvt Ltd	Doc No	88692	195025
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad.	Doc Date	28-05-2022	
	Quote No	NIL	
GSTIN 36AAHCG4940K1ZC	Quote Date	28-05-2022	
040-66335551	SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8114 - Steel - rebar - TMT - 10mm - kgs *10 Nos*	77.00	60.00	0.00	18.00	5,451.60
			Total Order Value . . .			**5,451.60**

Rupees : Five Thousand Four Hundred Fifty One and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	All items shall be of ___ brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Same 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.
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	Payment will be made only after inspection of material.Above material for Septic tank slab use purpose.
Completion Date	NA
Measurment	Nil
~~Security~~	~~Nil~~
Remarks	Collect from GVDC Site.

For Crescentia Labs Pvt Ltd

Authorised Signatory

Name : ____

Accepted the above Terms And Conditions

For *G V Discovery Centers Pvt Ltd*

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. 1001 DC No. 1001 Purchase Order No. 88692	Date: 28/05/22 DC Date: 28/05/22 P.O. Date: 28/05/22
Recipient Name: Crescentia Labs pvt. ltd.		Mobile No:
Recipient Address:		
GST:	PAN:	Email:

Sl. No.	Description of Goods & Services	HSN Code	GST Rate	Quantity	Rate	Amount
1	8114-steel-rebar-TMT-10mm		18.00	77.00	60.00	5,451.60
2	-kgs 10 No's					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
					Transportation Charges	
					Hamali charges	
					CGST	
					SGST	
					Total	5,451.60

Amount (in words) five thousand four hundred and fifty one rupees only.

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

Sneha

Authorised Signatory

E. & O.E

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 ....

Site: Crescentia Labs pvt Ltd
Gv-one

DC No. :	1001
Date :	28/05/22
Vehicle No. :	—
P.O. / W.O. No. :	88692
P.O. / W.O. Date :	28/05/22

Sl. No.	PARTICULARS	Quantity
1	8114 - steel - rebar - TMT - 10mm kgs	77 kg's
2	10 No's	
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		77 kgs

Received the above materials in good condition.

Received by :	Anvay
Date :	28/05/22

Stamp:

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

Snehal

Authorised Signatory

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, Syncrgy Square I, MN Park, Genome Valley,
Shameerpet, Hyderabad, India.

GST : 36AAHCG4940K1ZC

M/s ....

Site: Crescentia Labs Pvt Ltd
GV-One

DC No.	:	1001
Date	:	28/05/22
Vehicle No.	:	—
P.O. / W.O. No.	:	88692
P.O. / W.O. Date	:	28/05/22

Sl. No.	PARTICULARS	Quantity
1	8114- steel- rebar - TMT - 10mm kgs	
2	10 No's	77 kg's
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
		77 kgs

Received the above materials in good condition.

Received by :	Amlan
Date :	28/05/22

Stamp:

INWARD
Inward No: 1060 Dt: 28-5-22
MRN No: 107928 Dt: 31-5-22
Received By: Suraj Sign:
CRESCENTIA LABS PVT LTD

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

Sneha

Authorised Signatory

Subject to Hyderabad Jurisdiction.