PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14667
Supplier name	GVDC – SSLLP			HO inward no.	
Firm/Company	Cresentia [illegible]	Project	Gv One	HO received date	
PO/WO date	28/7/22	PO/WO No.	90479	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1003	26/8/22	2524/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2524/-
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 111121	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:	2524/-
Amount E – PO / WO value:	2524/-
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: final bill	

Approved by	for 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.

[illegible] PROPERTIES PVT. LTD.
INWARD
No. 8328
Date 15/2/23
Sign.

Form for closure of purchase order

Data required from site/engineers: full material received							
PO no.:	90479	PO date:	28.07.2022	Req. no.:	195042	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	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.		
✗	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

/1 26-08-2022 15:57:50

Original / Office Copy / Purchase Div Copy

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

upplier Details

; V Discovery Centers Pvt Ltd
;-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad.

GSTIN 36AAHCG4940K1ZC
)40-66335551

Doc No	90479	195042
Doc Date	28-07-2022	
Quote No	NIL	
Quote Date	15-07-2022	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	592500 - PLUM-Plumbing - CPVC-Elbow-- - 20x15mm - Nos	8.00	65.00	0.00	18.00	613.60
2	437400 - ELSW-Electrical - Isolater-4 Pole- - 40 amps - Nos	1.00	469.00	0.00	18.00	553.42
3	100500 - ELEC-Electrical - Aluminum Armored Cable-LT- - 4coreX10sqmm - mtrs	10.00	115.00	0.00	18.00	1,357.00
				Total Order Value . . .		**2,524.02**

Rupees : Two Thousand Five Hundred Twenty Four and Paise Two Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Sudhakar' brand,
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
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. .
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for Site use 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 invoice must be sent to HO office or purchase site off

Accepted the above Terms And Conditions

For Crescentia Labs Pvt Ltd

Authorised Signatory

For *G V Discovery Centers Pvt Ltd*

Date : __/__/____

Name : ____________

Name : ____________

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. 1003	Date: 26/08/2022
	DC No. 1003	DC Date: 26/08/2022
	Purchase Order No. 90479 / 195042	P.O. Date: 28/07/2022

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	592500-PLUM-cprc-Elbow	—	18.00	8.00	65.00	613.60
2	[20x15mm] no's					
3	437400-ELSW-Isolator	—	18.00	1.00	469.00	553.42
4	-4pole-4Amps-No's					
5	100500-ELEC-Aluminium	—	18.00	10.00	115.00	1,357.00
6	Armored cable-LT-4Corex					
7	10sqmm-mtrs					
8						
9						
10						
11						
12						
13						
14						
				Transportation Charges		—
				Hamali charges		—
				CGST		—
				SGST		—
				Total		2,524.02

INWARD
Inward No: 1101 Dt: 26/8/22
MRN No: 11121 Dt: 26/8/22
Received By: Ansari Sign: Ansari
CRESCENTIA LABS PVT LTD

Amount (in words) Two thousand five hundred Twenty four and paise Two Only.

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

Megha 26/08/22

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 Grescentia labs pvt. Ltd.

Site: GV one

DC No.	1003
Date	26/08/2022
Vehicle No.	–
P.O. / W.O. No.	90479
P.O. / W.O. Date	28/07/2022

Sl. No.	PARTICULARS	Quantity
1	592500-PLUM-CPVC-Elbow-[20X15mm] NO'S	8.00
2	437400-ELSW-Isolator-4pole-4Amps-NO'S	1.00
3	100500-ELEC-Aluminium Armored Cable-LT-	
4	4 Corex10sqmm-mtrs	10.00
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

Received the above materials in good condition. ✓

Received by : Ansari

Date : 26/08/2022

Stamp:

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

Megha 26/08/22

Authorised Signatory