PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V. RAVI	Serial no.	14665
Supplier name	Vasant Trading company			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	06/12/21	PO/WO No.	83356.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	15495	11/12/21	74,340/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	74,340/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	103047	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:	74,340/-
Amount E – PO / WO value:	74,340/-
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 and original Invoice missing so through this bill Certified True copy we are Processing

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.

MODI PROPERTIES PVT. LTD. ★ SEC'BAD ★
INWARD
No. 5322
Date 15/2/23
Sign.

Form for closure of purchase order

Data required from site/engineers:

PO no.:	83356	PO date:	6/12/21	Req. no.:	164228	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: close the purchase order.

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
S. Nagamani	Nagamani	08/02/23	T. Madhu	Madhu	08/02/23

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 against this PO.

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
J. Haripriya	J. Haripriya	09/02/23			

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
13 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 09-02-2023 16:41:56 Original / Office Copy / Purchase Div.Copy

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Vasant Trading Company	**Doc No**	83356	164228
12-15, Pan Bazar, Secunderabad.	**Doc Date**	06-12-2021	
	Quote No	NIL	
GSTIN -	**Quote Date**	06-12-2021	
66330123 9885051915	**SupplyType**	Supply	

Kind Attn : Mr.Hari Mehta/Bhavish Mehta 9885104342

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	IGST	Amount
1	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt,Nut& D/Washer 3/4 x 7"*	150.00	90.00	0.00	18.00	15,930.00
2	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt,Nut&D/Washer 3/4 x 6"*	100.00	90.00	0.00	18.00	10,620.00
3	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt Nut & D/Washer 3/4 x 4"*	150.00	90.00	0.00	18.00	15,930.00
4	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt Nut & D/Washer 3/4 x 31/2"*	100.00	90.00	0.00	18.00	10,620.00
5	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt Nut & D/Washer 3/4 x 3"*	150.00	90.00	0.00	18.00	15,930.00
6	2145 - Carpentry - hardware - Nut bolts - Others - kgs *Bolt Nut D/Washer 5/8x3"&5/8 x 21/2"*	50.00	90.00	0.00	18.00	5,310.00
				Total Order Value . . .		**74,340.00**

Rupees : Seventy Four Thousand Three Hundred Fourty Only.

Terms and Conditions :-

Specification / All items shall be of 1st qlty .

Payment Terms After Delivery & Production of bill

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vasant Trading Company***

Name : ______________________

Name : ______________________

Date : __/__/____

Purchase Order

 09-02-2023 16:41:56 Original / Office Copy / Purchase Div.Copy

Tax	All taxes included in above price.
Delivery Date	Same 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 items not confirming to qlty & specs.Above order for Chiller centrifugal to shaft lifting purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivered.

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

Authorised Signatory

Accepted the above Terms And Conditions

For ***Vasant Trading Company***

Name : ______________________

Name : ______________________

Date : __/__/____

164228 | 83356

Subject to Secunderabad Jurisdiction

TAX INVOICE

To,

G.V. Reseach Centers pvt Ltd. Turkapally Seric. GenomeValley, Thurkapally

Order No.

Date

Ph. : 66334351

VASANT TRADING CO.

Hardware and General Supplier
Shop No. 1, 2 & 3, Hariganga Complex, Ranigunj, Secunderabad - 500 003. (Telangana State)

EWB 214 0826 8589

No. 15495

Date 4/12/21

D.C. No. Date

Customer GST No. 36AAHCG 4562 D1ZP

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Per	Amount ₹ P.
1)	3/4X7" BHZW	7318	150Kg			13500=00
2)	3/4X6" BHZW	7318	100Kg			9000=00
3)	3/4X4" BHZW	7318	150Kg			13500=00
4)	3/4X3½ BHZW	7318	100Kg			9000=00
5)	3/4X3 BHZW	7318	150Kg			13500=00
6)	5/8X3" BHZW	7318	50Kg			4500=00
					TOTAL	63000=00
			SGST@	9	%	5670=00
			CGST@	9	%	5670=00
			IGST@		%	
					G. TOTAL	74,340=00

INWARD

Inward No: 7337	Dt: 4/12/21
MRN No: 1030447	Dt: 5/12/21
Received By: Anjanna	Sign: Anjanna

Genome Valley Research Center Pvt. Ltd.

GST No. 36AAAFV6561H1ZO State Code : 36

Note : Interest will be charged @ 24% per annum if the Bill is not paid within one month.

E. & O. E.

For VASANT TRADING CO.

[signature]

VASANT TRADING CO.
2, Hariganga Complex,
Ranigunj, Secunderabad-500 003.
GSTNo.36AAAFV6561H1Z0

Subject to Secunderabad Jurisdiction

Ph. : 66334351

TAX INVOICE

VASANT TRADING CO.

Hardware and General Supplier
Shop No. 1, 2 & 3, Hariganga Complex, Ranigunj,
Secunderabad - 500 003. (Telangana State)

No. 15495

Date 11/11/21

To,
G.V. Research Centres pvt Ltd. Turkapally Sarch Genome Valley Thurkapally

Order No. Order by Mr. Manish Pan'thy

Po: 83356

Date.............................

D.C. No................ Date...................... Customer GST No. 36AAHCG4562D1ZP

S.No.	PARTICULARS	HSN Code	Qty.	Rate	Per	Amount ₹	P.
1)	3/4 x 7" BHzW	7318	150Kg			13500	00
2)	3/4 x 6" BHzW	7318	100Kg			9000	00
3)	3/4 x 4" BHzW	7318	150Kg			13500	00
4)	3/4 x 3½ BHzW	7318	100Kg			9000	00
5)	3/4 x 3 BHzW	7318	150Kg			13500	00
6)	5/8 x 3" BHzW	7318	50Kg			11500	00
	Material Given to Venkatesh Auto Material Taken by Mr. Akhil						
	14 Bag Rally Kumaran TS08UD 9389						
				TOTAL		63000	00
				SGST@	9 %	5670	00
				CGST@	9 %	5670	00
				IGST@	%		
				G. TOTAL		74340	00

GST No. 36AAAFV6561H1ZO State Code : 36

E. & O. E.

For VASANT TRADING CO.

Note : Interest will be charged @ 24% per annum if the Bill is not paid within one month.

Received K. Anu 16-11.22

TRUE COPY

Mail sent to site for form closure. 23/1/23