PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	15/02/23	Prepared by	V. RAVI	Serial no.	14652
Supplier name	Kothari fire safety Equipments			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	03/01/22	PO/WO No.	84141	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	01248	03/01/22	146,086/-	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	146,086/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 101658 Proof of delivery matches MRN	☑ Yes □ No
Amount B – Other Credits : Transportation charges	2500/-
Amount C – Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	148,586/-
Amount E – PO / WO value:	155,689/-
Amount F – Difference (A – E):	(-) 9603/-
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	17/02/23

Remarks: find Bill and original Invoice Missing so through Certified True copy we are processed this Bill.

Approved by for	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI				
Sign:	[signature]	[signature]			
Date	15/2/23				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
16 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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.
Date
Sign

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	84141	PO date:	03/01/22	Req. no.:	164365	Advice Scan ID.	
MRN nos. related to PO	101658						
☐	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	24/01/23	T. Madhu	Madhu	24/01/23

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.	01254, Amt: 10,054/-
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	~~10,054/-~~
Remarks by Accountants:			
Part bill 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	25/01/23			

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

What is value of part bill reived? Rs. 10,054/- 6/2/23.

J. Haripriya 07/02/23

Form for closure of purchase order dt 21-3-22 ver4

JAI GURUDEV

DELIVERY CHALLAN

KOTHARI FIRE SAFETY EQUIPMENT

Head Office : S. No. 08, 2nd Floor, S.a Trade Complex, Ranigunj X Road, Secunderabad - 3.
E-mail : Kotharifire@gmail.com, Phone: 9966050000, 9290806798, 66335959 & 69

D.C. No. 4059 Date: 03/01/22

To, GVV Research Center Pvt Ltd

Transport :

Invoice No : 1248

Dated : 03/01/22

Dear Sir,
Please Receive The Following Goods Against Your Order

S.No.	Particulars	Quantity	Units	Remark
1	MS Pipe 150MM C class	10	Length	
2	MS Pipe 50MM Jindal 50MM class	5.00	Length	

INWARD
Inward No: 7740 Dt: 3/1/22
MRN No: Dt:
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

Please acknowledge the receipt of material and send one copy duly signed intake of receipt.
Contact:
GSTIN/UIN: 36ATDPK0172B1Z9

Receiver's Signature with your Stamp.

For KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI SAFETY EQUIPMENT SECUNDERABAD

TY EQUIPMENT
/64 SA Trade Centre

00003
-66335959 / 66335969
36ATDPK0172B1Z9
e : Telangana, Code : 36
accounts@kotharifire.com

Invoice No.	Dated
01248	**3-Jan-2022**
Delivery Note	Mode/Terms of Payment
	30 Days
Supplier's Ref.	Other Reference(s)
Mr Prabhu/01248	
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination
Auto	**Thurkapally**
Terms of Delivery	

gnee
V RESERCH CENTERS PVT LTD
nopolis
y No-542,Genome Valley,Thurkapally
yderabad
ontact No:9502288244
STIN/UIN : 36AAHCG4562D1ZP
tate Name : Telangana, Code : 36

uyer (if other than consignee)
G V RESERCH CENTERS PVT LTD
5-4-187/3&4,II ND FLOOR,SOHAM MANSION,MG ROAD,
SECUNDRABAD-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Ms Pipe 150mm** *C Class 10lengths*	73063090	**60.00 Mtr**	1,787.00	Mtr		**1,07,220.00**
2	**MS Pipe 50mm Jindal** *50MM C Class 5lengths*	73063090	**30.00 Mtr**	540.00	Mtr		**16,200.00**
							1,23,420.00
	Freight Charges						**2,500.00**
	CGST						**11,333.00**
	SGST						**11,333.00**
	Total		**90.00 Mtr**				**₹ 1,48,586.00**

E. & O.E

Amount Chargeable (in words)
INR One Lakh Forty Eight Thousand Five Hundred Eighty Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73 090	1,25,920.00	9%	11,333.00	9%	11,333.00	22,666.00
Total	**1,25,920.00**		**11,333.00**		**11,333.00**	**22,666.00**

Ta mount (in words) : **INR Twenty Two Thousand Six Hundred Sixty Six Only**

Company's Bank Details
Bank Name : **Punjab National Bank**
A/c No. : **3631002100020002**
Branch & IFS Code: **M.G.ROAD, SECUNDERABAD & PUNB0363100**

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI SAFETY EQUIPMENTS SECUNDERABAD

Authorised Signatory

Declaration
There will be charge 2% Penal Intrest after due days for every Month.

This is a Computer Generated Invoice

INWARD
Inward No: 7740 | Dt: 3/1/22
MRN No: | Dt:
Received By: | Sign:
Genome Valley Research Center Pvt. Ltd.

Tax Invoice

[illegible] FIRE SAFETY EQUIPMENT [illegible] 8,D No 5/5/64 SA Trade Centre [illegible]unj [illegible]ndrabad-500003 [illegible]one No.040-66335959 / 66335969 GSTIN/UIN: 36ATDPK0172B1Z9 State Name : Telangana, Code : 36 E-Mail : accounts@kotharifire.com	Invoice No. **01254**	Dated **3-Jan-2022**
	Delivery Note	Mode/Terms of Payment **30 Days**
	Supplier's Ref. **Mr Prabhu/01254**	Other Reference(s)
Consignee **G V RESERCH CENTERS PVT LTD** Inopolis Sy No-542,Genome Valley,Thurkapally Hyderabad Contact No:9502288244 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **84141/164365**	Dated **3-Jan-2022**
	Despatch Document No.	Delivery Note Date
	Despatched through **Auto**	Destination **Thurkapally**
Buyer (if other than consignee) **G V RESERCH CENTERS PVT LTD** 5-4-187/3&4,II ND FLOOR,SOHAM MANSION,MG ROAD, SECUNDRABAD-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Brass Ball Valve** *50mm*	84818030	**4 nos**	2,130.00	nos		**8,520.00**
	CGST						**767.00**
	SGST						**767.00**
	Total		**4 nos**				**₹ 10,054.00**

INWARD
Inward No: 7769 Dt: 4/01/22
MRN No: 10/658 Dt: 4/1/22
Received By: Security
Sign: [illegible]
Genome Valley Research Center Pvt. Ltd.

Amount Chargeable (in words)

E. & O.E

INR Ten Thousand Fifty Four Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
84818030	8,520.00	9%	767.00	9%	767.00	1,534.00
Total	**8,520.00**		**767.00**		**767.00**	**1,534.00**

Tax Amount (in words) : **INR One Thousand Five Hundred Thirty Four Only**

Company's Bank Details
Bank Name : **Punjab National Bank**
A/c No. : **3631002100020002**
Branch & IFS Code: **M.G.ROAD, SECUNDERABAD & PUNB0363100**

for KOTHARI FIRE SAFETY EQUIPMENT

Authorised Signatory

KOTHARI SAFETY EQUIPMENTS SECUNDERABAD

Declaration
There will be charge 2% Penal Intrest after due days for every Month.

This is a Computer Generated Invoice

Purchase Order

 24-01-2023 17:05:45 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			
Kothari Fire Safety Equipments	**Doc No**	84141	164365
S.No. 11, 2nd Floor, S.A.Trade Complex, Above Bombay Hotel, Ranigunj X Road, Secunderabd-500 003.	**Doc Date**	03-01-2022	
	Quote No	Nil	
GSTIN 36ATDPK0172B1Z9	**Quote Date**	31-12-2021	
66335959/66335969 9966050000/9290806798	**SupplyType**	Supply	

Kind Attn : Mr. Prabhu Kothari.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	10256 - Plumbing - GI - GI Pipe C Class - NA - Mtrs *150mm*	60.00	1,787.00	0.00	18.00	126,519.60
2	10256 - Plumbing - GI - GI Pipe C Class - NA - Mtrs *50mm*	30.00	540.00	0.00	18.00	19,116.00
3	7050 - Plumbing - GI - Ball Valve - other - nos *Brass - 50mm*	4.00	2,130.00	0.00	18.00	10,053.60
					Total Order Value . . .	**155,689.20**

Rupees : One Lakh(s) Fifty Five Thousand Six Hundred Eighty Nine and Paise Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation dt.31/12/2021.
Payment Terms	Within 30 days of delivery of all materials.
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 Cost	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 2727 block Fireline 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 ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name : ______________________

Accepted the above Terms And Conditions

For ***Kothari Fire Safety Equipments***

Date : __/__/____

Name : ______________________

Tax Invoice

KOTHARI FIRE SAFETY EQUIPMENT Shop No 8,D No 5/5/64 SA Trade Centre Ranigunj Secundrabad-500003 Phone No.040-66335959 / 66335969 GSTIN/UIN: 36ATDPK0172B1Z9 State Name : Telangana, Code : 36 E-Mail : accounts@kotharifire.com	*Invoice No.* **01248**	*Dated* ***3-Jan-22***
	Delivery Note	Mode/Terms of Payment **30 Days**
	Reference No. & Date. **Mr Prabhu/01248 dt. 3-Jan-22**	Other References
	Buyer's Order No.	Dated
Consignee (Ship to) **G V RESERCH CENTERS PVT LTD** Innopolis Sy No-542,Genome Valley,Thurkapally Hyderabad Contact No:9502288244 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Dispatch Doc No.	Delivery Note Date
	Dispatched through **Auto**	Destination **Thurkapally**
Buyer (Bill to) **G V RESERCH CENTERS PVT LTD** 5-4-187/3&4,II ND FLOOR,SOHAM MANSION,MG ROAD, SECUNDRABAD-500003 GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**Ms Pipe 150mm** *C Class 10lengths*	73063090	**60.00 Mtr**	1,787.00	Mtr		**1,07,220.00**
2	**MS Pipe 50mm Jindal** *50MM C Class 5lengths*	73063090	**30.00 Mtr**	540.00	Mtr		**16,200.00**
							1,23,420.00
	Freight Charges						**2,500.00**
	CGST						**11,333.00**
	SGST						**11,333.00**
	Total		**90.00 Mtr**				**₹ 1,48,586.00**

TRUE COPY

E. & O.E

Amount Chargeable (in words)

INR One Lakh Forty Eight Thousand Five Hundred Eighty Six Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73063090	1,25,920.00	9%	11,333.00	9%	11,333.00	22,666.00
Total	**1,25,920.00**		**11,333.00**		**11,333.00**	**22,666.00**

Tax Amount (in words) : **INR Twenty Two Thousand Six Hundred Sixty Six Only**

Declaration

There will be charge 2% Penal Intrest after due days for every Month.

for KOTHARI FIRE SAFETY EQUIPMENT

KOTHARI FIRE EQUIPMENTS

Authorised Signatory

This is a Computer Generated Invoice