PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	15/2/23	Prepared by	V. RAVI	Serial no.	14649
Supplier name	Aakar Granites			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	22/9/22	PO/WO No.	92172	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	1040	11/10/22	310,561/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	306,188/-
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 112623	Proof of delivery matches MRN ☑ Yes □ No
Amount B –Other Credits : Transportation charges / Unloading Charges	4373/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	310,561-00
Amount E – PO / WO value:	247,800-00
Amount F – Difference (A – E):	58,308-00
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 & 50% advance Paid. original Invoice Missing so through True copy we are Processed this bill.

Approved by for	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	V. RAVI		APPROVED BY		
Sign:	[signature]		16 FEB 2023		
Date	15/2/23		SOHAM MODI MANAGING DIRECTOR		
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 No. 5319 Date 15/2/23

Form for closure of purchase order

Data required from site/engineers.							
PO no.	92172	PO date	22/9/22	Req no.	206286	Advice Scan ID	
MRN nos. related to PO	112623						

☐	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 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
P. Sridevi	(signature)	31/12/22	T. MADHU	(signature)	31/12/22

Data required from accounts:

info →

☐	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. (50%)	Amount paid	₹ 1,23,900/-

J. Haripriya 07/02/23

Remarks by Accountants:

50% advance paid 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	07/2/23			

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

Info missing — 6/2/23.

APPROVED BY
31 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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

Purchase Order

Original : Office Copy / Purchase Div Copy

12-10-2022 11:09:09

.n 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			
Aakar Granites	**Doc No**	92172	206286
P 90, 100ft Road, Kavuri Hills, Madhapur, Hyderabad - 500081.	**Doc Date**	22-09-2022	
	Quote No	nil	
GSTIN 36BOIPA9793M1Z7	**Quote Date**	21-09-2022	
7661887377	**SupplyType**	Supply	

Kind Attn : Mr. Abhishek Agarwal

Purchase Order for the Supply of following Items.

Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1 567500 - BUIL-Building Material - Steel Grey Granite-- - 975WX2850LX19MM - Sft	3,000.00	70.00	0.00	18.00	247,800.00
		Total Order Value . . .			**247,800.00**

Rupees : Two Lakh(s) Fourty Seven Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 19mm thickness slabs. The above rates only for material supply
Payment Terms	50%advance
Tax	All taxes included in above price.
Delivery Date	Next day
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone Nagamani(Engineer) - 7981951035
Penality For Delay	Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Included in above price.
Warranty	Nil
Advance Paid	1,23,900/-RTGS /NEFT
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for 4545 staircase 1st 2nd floor work Purpose
Completion Date	Nil
Measurment	Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.
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

Accepted the above Terms And Conditions

For *Aakar Granites*

Name : ____________

Name : ____________

Date : __/__/____

DELIVERY NOTE

Aakar Granites
P90,100ft Road,Kavuri Hills,
Madhapur ,Hyderabad
GSTIN/UIN: 36BOIPA9793M1Z7
State Name : Telangana, Code : 36
E-Mail : aakargranites@gmail.com

Delivery Note No. 2	Dated 11-Oct-22
	Mode/Terms of Payment
Reference No. & Date. dt. 11-Oct-22	Other References
Buyer's Order No. 92172206286	Dated 11-Oct-22
Dispatch Doc No.	
Dispatched through	Destination
Bill of Lading/LR-RR No.	Motor Vehicle No. AP07TA1647
Terms of Delivery	

Consignee (Ship to),
G V Reserch Centers Pvt Ltd
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
G V Reserch Centers Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Sl No	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
	Polished Granite Slabs *Steel Grey 19mm*	68022390	3,706.875 SQF (344.377 SQM)	70.00	SQF	2,59,481.25
	Unloading Charges1					3,706.00
	CGST					23,686.85
	SGST					23,686.85
	Round Off					0.05
	Total		3,706.875 SQF			₹ 3,10,561.00

Amount Chargeable (in words) E. & O.E
INR Three Lakh Ten Thousand Five Hundred Sixty One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
68022390	2,63,187.25	9%	23,686.85	9%	23,686.85	47,373.70
Total	2,63,187.25		23,686.85		23,686.85	47,373.70

Tax Amount (in words) : **INR Forty Seven Thousand Three Hundred Seventy Three and Seventy paise Only**

INWARD
Inward No: 10264 Dt: 11/10/22
MRN No: 112623 Dt: 12/10/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

Company's PAN : **BOIPA9793M**
Recd. in Good Condition

for Aakar Granites
Authorised Signatory

This is a Computer Generated Document

Tax Invoice

ranites 00ft Road,Kavuri Hills, dhapur ,Hyderabad TIN/UIN: 36BOIPA9793M1Z7 te Name : Telangana, Code : 36 Mail : aakargranites@gmail.com	Invoice No **1040**	Dated **11-Oct-22**
	Delivery Note	
	Reference No. & Date **dt. 11-Oct-22**	Other References
nsignee (Ship to) **V Reserch Centers Pvt Ltd** no-542, Genome Valley, Thurkapally, derabad, Telangana STIN/UIN 36AAHCG4562D1ZP ate Name Telangana, Code : 36	Buyer's Order No **92172206286**	Dated **11-Oct-22**
	Dispatch Doc No	Delivery Note Date
	Dispatched through	Destination
	Bill of Lading/LR-RR No.	Motor Vehicle No **AP07TA1847**
yer (Bill to) **V Reserch Centers Pvt Ltd** 4-187/3&4, II nd Floor, Soham Mansion, MG oad, Secunderabad STIN/UIN 36AAHCG4562D1ZP tate Name Telangana, Code : 36		

Description of Goods	HSN/SAC	Alt. Quantity	Quantity	Rate	per	Amount
olished Granite Slabs *Steel Grey 19mm*	68022390	**344.377 SQM**	**3,706.875 SQF**	70.00	SQF	**2,59,481.25**
Unloading Charges1						**3,706.00**
CGST						**23,686.85**
SGST						**23,686.85**
Round Off						**0.05**
Total		**344.377 SQM**	**3,706.875 SQF**			**₹ 3,10,561.00**

E. & O.E

Amount Chargeable (in words)

INR Three Lakh Ten Thousand Five Hundred Sixty One Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
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Total	**2,63,187.25**		**23,686.85**		**23,686.85**	**47,373.70**

Tax Amount (in words) : **INR Forty Seven Thousand Three Hundred Seventy Three and Seventy paise Only**

Company's Bank Details
A/c Holder's Name : **AAKAR GRANITES**
Bank Name : **HDFC BANK -AAKAR**
A/c No. : **50200035250352**
Branch & IFS Code: **Rajendranagar & HDFC0001031**

Company's PAN : **BOIPA9793M**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct

for Aakar Granites
Authorised Signatory

This is a Computer Generated Invoice

INWARD	
Inward No: 0204	Dt: 11/10/22
MRN No: 12623	Dt: 12/10/22
Receive:	Sign:
V.	Center Pvt. Ltd.

e-Way Bill

E-Way Bill No:	**1515 3917 3854**
E-Way Bill Date:	**11/10/2022 07:34 AM**
Generated By:	**36BOI PA979 3M1Z7 - AAKAR GRANITES**
Valid From:	**11/10/2022 07:34 AM [42Kms]**
Valid Until:	**12/10/2022**

Part - A

GSTIN of Supplier	**36BOIPA9793M1Z7,AAKAR GRANITES**
Place of Dispatch	**Rangareddy,TELANGANA-500033**
GSTIN of Recipient	**36AAH CG456 2D1ZP ,GV RESEARCH CENTERS PRIVATE LIMITED**
Place of Delivery	**Sy no-542, Genome Valley, Thurkapally Hyderabad,TELANGANA-500078**
Document No.	**1040**
Document Date	**11/10/2022**
Transaction Type:	**Regular**
Value of Goods	**310561**
HSN Code	**68022390 -**
Reason for Transportation	**Outward - Supply**
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	AP07TA1647	Rangareddy	11/10/2022 07:34 AM	36BOIPA9793M1Z7	-	-

151539173854

INWARD	
Inward No: 10204	Dt: 11/10/22
MRN No:	Dt:
Received By:	Sign:
Genome Valley Research Center Pvt. Ltd.	

Tax Invoice

(ORIGINAL FOR RECIPIENT)

Aakar Granites
P90,100ft Road,Kavuri Hills,
Madhapur ,Hyderabad
GSTIN/UIN: 36BOIPA9793M1Z7
State Name : Telangana, Code : 36
E-Mail : aakargranites@gmail.com

Invoice No. **1040**	Dated **11-Oct-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date. **dt. 11-Oct-22**	Other References
Buyer's Order No. **92172206286**	Dated **11-Oct-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Bill of Lading/LR-RR No.	Motor Vehicle No. **AP07TA1647**
Terms of Delivery	

Consignee (Ship to)
G V Reserch Centers Pvt Ltd
Sy no-542, Genome Valley, Thurkapally,
Hyderabad, Telangana
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
G V Reserch Centers Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Description of Goods	HSN/SAC	Alt. Quantity	Quantity	Rate	per	Amount
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Unloading Charges1						**3,706.00**
CGST						**23,686.85**
SGST						**23,686.85**
Round Off						**0.05**
Total		**344.377 SQM**	**3,706.875 SQF**			**₹ 3,10,561.00**

Amount Chargeable (in words) *E. & O.E*

INR Three Lakh Ten Thousand Five Hundred Sixty One Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total
		Rate	Amount	Rate	Amount	Tax Amount
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Total	**2,63,187.25**		**23,686.85**		**23,686.85**	**47,373.70**

Tax Amount (in words) : **INR Forty Seven Thousand Three Hundred Seventy Three and Seventy paise Only**

Company's Bank Details
A/c Holder's Name : **AAKAR GRANITES**
Bank Name : **HDFC BANK -AAKAR**
A/c No. : **50200035250352**
Branch & IFS Code: **Rajendranagar & HDFC0001031**

Company's PAN : **BOIPA9793M**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Aakar Granites

Aakar Granites Hyd

Authorised Signatory

This is a Computer Generated Invoice

"TRUE COPY"

e-Way Bill

E-Way Bill No:	**1515 3917 3854**
E-Way Bill Date:	**11/10/2022 07:34 AM**
Generated By:	**36BOI PA979 3M1Z7 - AAKAR GRANITES**
Valid From:	**11/10/2022 07:34 AM [42Kms]**
Valid Until:	**12/10/2022**

Part - A

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Place of Dispatch	**Rangareddy,TELANGANA-500033**
GSTIN of Recipient	**36AAH CG456 2D1ZP ,GV RESEARCH CENTERS PRIVATE LIMITED**
Place of Delivery	**Sy no-542, Genome Valley, Thurkapally Hyderabad,TELANGANA-500078**
Document No.	**1040**
Document Date	**11/10/2022**
Transaction Type:	**Regular**
Value of Goods	**310561**
HSN Code	**68022390 -**
Reason for Transportation	**Outward - Supply**
Transporter	

Part - B

Mode	Vehicle / Trans Doc No & Dt.	From	Entered Date	Entered By	CEWB No. (If any)	Multi Veh.Info (If any)
Road	AP07TA1647	Rangareddy	11/10/2022 07:34 AM	36BOIPA9793M1Z7	-	-

151539173854