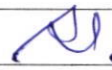
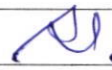
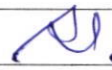


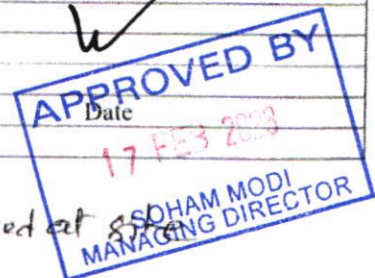
PURCHASE DIVISION
Advice for approval for credit to supplier

Date:		17/02/23		Prepared by		V. RAVI		Serial no.		14669																															
Supplier name		Maa Sai Sealings						HO inward no.																																	
Firm/Company		GVDC		Project		Genopolis		HO received date																																	
PO/WO date		15/11/22		PO/WO No.		94013		Scan ID.																																	
Sl no.		Bill no.		Bill date		Bill amount		Original attached																																	
1.		202		03/12/22		9440/-		☒ Yes ☐ No																																	
2.						/		☐ Yes ☐ No																																	
3.								☐ Yes ☐ No																																	
4.								☐ Yes ☐ No																																	
Amount A – Bills total (Excluding Transport & Hamali Charges):								9440/-																																	
Proof of delivery by way of: ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report																																									
MRN nos.:		115778				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:								9440/-																																	
Amount E – PO / WO value:								9440/-																																	
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				18/02/23																																					
Remarks: find bill																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>M D</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td>V. RAVI</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>17/02/23</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>												Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager	Name:	V. RAVI					Sign:						Date	17/02/23					Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager																																				
Name:	V. RAVI																																								
Sign:																																									
Date	17/02/23																																								
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.

Form for closure of purchase order

Data required from site/engineers: Full material received					
PO no.:	94013	PO date:	15-11-2022	Req. no.:	196276
MRN nos. related to PO		115 778			
☐	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: As per PO. Sent to site, but required size of 1200x450x800 mm made and re sent to site.					
Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DC's/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
K. Narsingh Reddy	[Signature]	08/02/2023	S.V.S. Reddy	[Signature]	07/01/2023
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:					
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
	[Signature]	2/2/23			
Advice by MD - action to be taken by purchase:					
☐	Get certified bill from supplier (not original).				
☐	Prepare bill in SLLP 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			



Note: plain desk size of 1200x450x800mm received at site

[Signature]

Purchase Order

Page(s) 1 Of 2

09-02-2023 11:24:06

Original / Office Copy / Purchase Div.Copy

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Maa Sai Seatings
5-5-33, F 505,RKs Elite, Vignanpuri Colony, Kukatpally, Hyderabad - 72.

GSTIN 36AJZPK4074G1ZO

9246243243

Doc No	94013	196276
Doc Date	15-11-2022	
Quote No	Nil	
Quote Date	10-11-2022	
SupplyType	Supply	

Kind Attn : K.V. Chandra Sekhar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 948100 - FUNF-Furniture & fixtures - Standard desk -Plain Grey colour-Maa Sai Se - 1200X600mm - Nos Table 4'x2' grey colour,low storage with shelf ,without door	1.00	8,000.00	0.00	18.00	9,440.00
Total Order Value . . .					9,440.00

Rupees : Nine Thousand Four Hundred Fourty Only.

Terms and Conditions :-

Specification / Conference table with MS legs table top provision for plug in the middle, rate per sft is Rs. 1180 including GST, Open cupboard rate is Rs. 1050 per sft including GST.

Payment Terms After delivery and production of bill

Tax GST included in the above prices

Delivery Date With in 3 -4 days

Delivery Location 119, 191 Synergy Square 1
Synergy Square 1, Genome Valley, Shameerpet, Hyderabad-78
Phone. -

Penalty For Delay Nil

Transportation Extra as per actuals

Warranty NIL

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Maa Sai Seatings**

Name : _____

Name : _____

Date : __/__/__

Tax Invoice

MAA SAI SEATINGS

5th FLOOR, 5-5-33, PLOT NO. 105 TO 113/1
RK'S ELITE, MYTHRINAGAR ALLWYN COLONY
KUKATPALLY, HYDERABAD
GSTIN/ UIN: 36AJZPK4074G1Z0
State Name : Telangana, Code : 36
E-Mail : maasaiseatings@gmail.com

Buyer (Bill to)

G V DISCOVERY CENTER PVT LTD

5/4/187/3&4, II ND FLOOR,
SOHAM MANSION, MG ROAD,
SECUNDERABAD.
DELIVERY AT :
119, 191 SYNERGY SQUARE 1
MN PARK NEAR HDFC BANK,
TURKAPALLY.

GSTIN/ UIN : 36AAHCG4940K1ZC
State Name : Telangana, Code : 36

Invoice No.
202

Delivery Note

Reference No. & Date.

Buyer's Order No.
94013/196276

Dispatch Doc No.

Dispatched through

Terms of Delivery

Dated
3-Dec-22

Mode/Terms of Payment

Other References
K.V.CHANDRASEKHAR

Dated
15-Nov-22

Delivery Note Date

Destination

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	STORAGE UNITS SIZE : 1200X450X600	9403	1 nos	8,000.00	nos	8,000.00
	CGST 9%					720.00
	SGST 9%					720.00
Total			1 nos			₹ 9,440.00

E. & O.E

Amount Chargeable (in words)

INR Nine Thousand Four Hundred Forty Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
9403	8,000.00	9%	720.00	9%	720.00	1,440.00
Total	8,000.00		720.00		720.00	1,440.00

Tax Amount (in words) : INR One Thousand Four Hundred Forty Only

Company's PAN : AJZPK4074G

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

Company's Bank Details

Bank Name : ICICI BANK
A/c No. : 631205501075
Branch & IFS Code : KUKATPALLY & ICIC0006312

for MAA SAI SEATINGS

Authorised Signatory

This is a Computer Generated Invoice

