

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 06.03.23		Prepared by: V. Ravi		Serial no. 14696	
Supplier name: Gangi Veykannah & Sons				HO inward no.	
Firm/Company: G.V.R.C		Project: Ennapolis		HO received date	
PO/WO date: 20.12.22		PO/WO No. 95188		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4869	20.12.22	1200/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			1200/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 115307	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:			1200/-
Amount E – PO / WO value:			1199.82
Amount F – Difference (A – E):			0.18 NP
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		07/03/23	
Remarks: find bill & close this P.O			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. Ravi			
Sign:					
Date		06.03.23			
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 weightment 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:						
PO no.:	95188	PO date:	20/12/22	Req. no.:	206556	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 po						
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	Mae	9/2/23	T. Madhu	Muthy	9/2/23	
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	17/02/23				
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						
Date						

APPROVED BY
28 FEB 2023
SOHAM MODI
MANAGING DIRECTOR

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

Ganji Venkannah & sons (Asian Paints)
#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

Doc No	95188	206556
Doc Date	20-12-2022	
Quote No	nil	
Quote Date	19-12-2022	
SupplyType	Supply	

GSTIN 36AABFG9288K1ZT

040-40146505

27710339,27719935,277807357

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 164600 - PABR-Paints - Brush-- - 75MM - Nos	20.00	50.84	0.00	18.00	1,199.82
Total Order Value . . .					1,199.82

Rupees : One Thousand One Hundred Ninty Nine and Paise Eighty Two Only.

Terms and Conditions :-

Specification / Brand All items shall be of Asian brand

Payment Terms After Delivery & Production of bill

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

Penalty For Delay Nil

Transportation Cost Transport cost shall be borne by us.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications. Final payment as per actual weighment. Above order for For scaffolding painting 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 deli vary /DC can be sent by email.

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

Name : _____

Name : _____

Date : __/__/__

Purchase Order



Page(s) 1 Of 1

20-12-2022 15:12:43

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad

G S T No. : 36AAHCG4562D1ZP

95188

13.12.22 4:22:13

Supplier Details

Ganji Venkannah & sons (Asian Paints)

#5-5-97/2, Ganji chambers, Ranigunj, Secunderabad-500003 A.P.India.

GSTIN 36AABFG9288K1ZT

040-40146505

27710339,27719935,277807357

Doc No

95188

206556

Doc Date

20-12-2022

Quote No

nil

Quote Date

19-12-2022

SupplyType

Supply

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Remarks

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For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name :

21/12/2022

Accepted the above Terms And Conditions

For **Ganji Venkannah & sons (Asian Paints)**

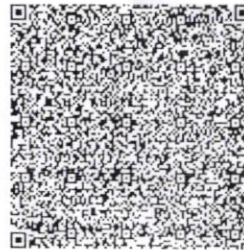
Name :

Date : _/_/_

Requisition Form		Date		19.12.2022	
Company Name	GVRC	Date	19.12.2022		
Site & Phase	Innapolis	Time	11:04		
Unit No/Block No					
Supplier		Req No	206556		
Material required before date		ID No	62603		
S No	Item	Qty required	Qty available at site	Order Qty	Inward No Inward Date
1	CONS6615-Consumables-Cleaning Brush---Nos	10	0	10	
2	PAIN7452-Paints-Brush---75mm-Nos	20	0	20	
3					
4					
5					
6					
7					
8					
9					
10					
Remarks:	Towards scaffolding painting purpose				
Engineer					
Prepared By:	Mr. Madhu	Project Manager			
Approved By:	Mr. Madhu	APPROVED 21 DEC 2022			
Sign & Date	19.12.2022	MANISH PARIKH MANAGER PROCUREMENT			

P0595185
 P0595188

IRN ddb080a6b365339b6f1765efb7d96a793ba018-d1e921742179ea9c4f47890bf0
Ack No 112214849621933
Ack Date 20-Dec-22



GANJI VENKANNAH & SONS-(from 2022-2023)
5-5-97, GANJI CHAMBERS, RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTIN/SAC : 36AABFG9288K1ZT
PH NO : 27710339-27719935
MOB NO : 8247540893

Invoice No. **4869**
Delivery Note **DIRECT**
Reference No. & Date.

Dated **20-Dec-22**
Mode/Terms of Payment **CREDIT**
Other References

Consignee (Ship to)

GV RESEARCH CENTER PVT LTD.,
5-4-187/3&4, II ND FLOOR, SOHAN MANSION,
M G ROAD, SECUNDERABAD.
MOB 8639649100

GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)

GV RESEARCH CENTER PVT LTD.,
5-4-187/3&4, II ND FLOOR, SOHAN MANSION,
M G ROAD, SECUNDERABAD.
MOB 8639649100

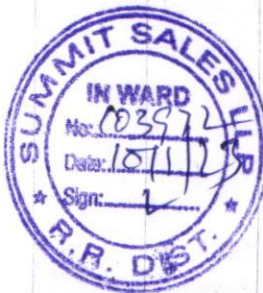
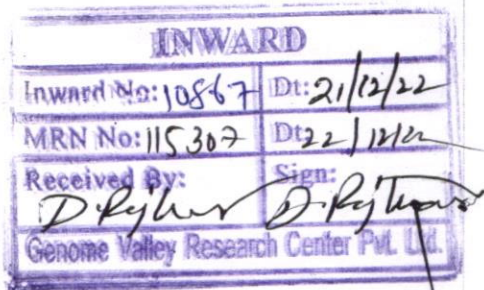
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer's Order No. **95188**
Dispatch Doc No.
Dispatched through

Dated **20-Dec-22**
Delivery Note Date **20-Dec-22**
Destination

Terms of Delivery

SI No.	Description of Goods and Services	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
1	3" BRUSH	96034010	20 Nos	59.99	50.84	Nos		1,016.80
								CGST 91.51
								SGST 91.51
								Round Off 0.18



Amount Chargeable (in words)

INR One Thousand Two Hundred Only

Total

20 Nos

₹ 1,200.00

E. & O.E

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
96034010	1,016.80	9%	91.51	9%	91.51	183.02
993518		9%		9%		
Total	1,016.80		91.51		91.51	183.02

Tax Amount (in words)

INR One Hundred Eighty Three and Two Only

Declaration

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

TERMS & CONDITIONS:

- Goods once sold will not be taken back or exchanged.
- Interest @ 24% will be charged after 30 days from invoice date.
- Subject to secunderabad jurisdiction.

for GANJI VENKANNAH & SONS-(from 2022-2023)

