PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	06.03.23	Prepared by	V.RAVI	Serial no.	14696
Supplier name	Gangi Venkannah & Sons			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	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	1200-00	☑ 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:	1200-00
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:		[signature]			
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 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. SEC'BAD
INWARD
No. 9212
Date 6/3/23
Sign.

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	Nag	9/2/23	T. Madhu	Madhu	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 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
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.

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	

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
Penality 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 : __/__/____

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

GANJI VENKANNAH & SONS-(from2022-2023)
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH.NO :27710339-27719935
MOB NO :8247540893

Invoice No. 4869	Dated 20-Dec-22
Delivery Note DIRECT	Mode/Terms of Payment CREDIT
Reference No. & Date.	Other References
Buyer's Order No. 95188	Dated 20-Dec-22
Dispatch Doc No.	Delivery Note Date 20-Dec-22
Dispatched through	Destination
Terms of Delivery	

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

Sl 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**
	Total		**20 Nos**					**₹ 1,200.00**

INWARD
Inward No: 10867 Dt: 21/12/22
MRN No: 115304 Dt: 22/12/22
Received By: D. Rajkumar Sign: D. Rajkumar
Genome Valley Research Center Pvt. Ltd.

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

INR One Thousand Two Hundred Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
96034010 998518	1,016.80	9% 9%	91.51	9% 9%	91.51	183.02
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
1. Goods once sold will not be taken back or exchanged.
2. Interest @ 24% will be charged after 30 days from invoice date
3. Subject to secunderabad jurisdiction.

for GANJI VENKANNAH & SONS-(from2022-2023)

GANJI VENKANNA AND SONS SEC'BAD

Authorised Signatory

This is a Computer Generated Invoice

Purchase Order

95188
13.12.22 4:22:13

 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

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	
GSTIN 36AABFG9288K1ZT 040-40146505	**Quote No**	nil	
27710339,27719935,277807357	**Quote Date**	19-12-2022	
	SupplyType	Supply	

Kind Attn : Mr.Ganji Ashok

Purchase Order for the Supply of following Items.

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					Total Order Value . . .	**1,199.82**

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

Terms and Conditions :-

Specification /	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
Penality For Delay	Nil
Transportation	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

Name : 21/12/2022

Accepted the above Terms And Conditions
For ***Ganji Venkannah & sons (Asian Paints)***

Name : ______________________

Date : __/__/____

Requisition Form						
Company Name	GVRC	Date:	19.12.2022			
Site & Phase:	Innopolis	Time:	11:04			
Unit No /Block No						
Supplier:		Req. No.	206556			
Material required before date:		ID No.	82603			
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	Project Manager	Purchase		MD	
Prepared By:	Mr.Madhu					
Approved By:	Mr.Madhu					
Sign & Date	19.12.2022					

PO: 95185

PO: 95188

APPROVED

21 DEC 2022

MINISH PARIKH

MANAGER PROCUREMENT

TAX INVOICE *(DUPLICATE FOR TRANSPORTER)* **e-Invoice**

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

GANJI VENKANNAH & SONS-(from2022-2023)
5-5-97,GANJI CHAMBERS,RANIGUNJ,
SECUNDERABAD -500 003 (T.S)
GSTN/SAC : 36AABFG9288K1ZT
PH NO :27710339-27719935
MOB NO :8247540893

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Delivery Note **DIRECT**	Mode/Terms of Payment **CREDIT**
Reference No. & Date.	Other References
Buyer's Order No. **95188**	Dated **20-Dec-22**
Dispatch Doc No.	Delivery Note Date **20-Dec-22**
Dispatched through	Destination
Terms of Delivery	

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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

Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate (Incl. of Tax)	Rate	per	Disc. %	Amount
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	CGST							91.51
	SGST							91.51
	Round Off							0.18
	Total		**20 Nos**					**₹ 1,200.00**

INWARD
Inward No: 10867 Dt: 21/12/22
MRN No: 115307 Dt: 22/12/22
Received By: D Rajkumar Sign: D Rajkumar
Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 103572 Date: 10/1/23
Sign:

Amount Chargeable (in words)
INR One Thousand Two Hundred Only
E. & O.E

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
96034010 998518	1,016.80	9% 9%	91.51	9% 9%	91.51	183.02
Total	1,016.80		91.51		91.51	183.02

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for GANJI VENKANNAH & SONS-(from2022-2023)

GANJI VENKANNA AND SONS SECUNDERABAD

Authorised Signatory

This is a Computer Generated Invoice