PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	09.03.23	Prepared by	V. RAVI	Serial no.	15634
Supplier name	Jyothi Bamboos, Ballies & Nails Merchant			HO inward no.	
Firm/Company	G.V. DC	Project	Geopolis	HO received date	
PO/WO date	16/08/22	PO/WO No.	91017	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	154	17.08.22	12,000-00	✓ ☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	12,000-00

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	110775	Proof of delivery matches MRN	✓ ☐ Yes ☐ No

Amount B –Other Credits : Transportation charges & Hamali chgs	2330-00
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	14,330-00
Amount E – PO / WO value:	12,000-00
Amount F – Difference (A – E):	2330-00

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	11/03/23
Remarks:	Final bill & Close this P.O.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		09.03.23			
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.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 9434
Date 13/3/23
Sign.

Form for closure of purchase order

Data required from site/engineers:							
PO no.:	91017	PO date:	16/08/2022	Req. no.:	196171	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: Received Bamboo-Tadaka

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.V.S.Reddy	[signature]	9/02/2023

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]	14/2/23			

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

APPROVED BY
-9 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Requisition Form						
Company Name:	GV Discovery Center Pvt Ltd	Date:	16-08-2022			
Site & Phase :	Genopolis	Time:	11:43 AM			
Flat/Block no.						
Supplier:		Req. No.	196171			
Material required before date:	Urgent	ID No.				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
1	TOOL4616-Tools-Bamboo-Tadaka---300MMX3000MM-Nos	50	0	50	1566	17/8/22
2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for 191 block deshuttering and other misc work's purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Sneha					
Approved By:	S.V. Subba Ressy 16-08-2022					
Sign & Date:						

91017

Purchase Order

 17-08-2022 10:00:04

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			
Jyothi Bamboos Ballies & Mats Merchants 1-30, Laxmi Sai Gardens, Opp.ZPSchool, Malkajgiri, hyderbad500047	**Doc No**	91017	196171
	Doc Date	16-08-2022	
	Quote No	Nil	
GSTIN 36BFEPR0104QIZA	**Quote Date**	16-08-2022	
9246802999	**SupplyType**	Supply	

Kind Attn : MR.N.Anand Rao

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	461600 - TOOL-Tools - Bamboo-Tadaka-- - 300MMX3000MM - Nos	50.00	240.00	0.00	0.00	12,000.00
					Total Order Value . . .	**12,000.00**

Rupees : Twelve Thousand Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	Within 7 days of delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 5 days
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Nil
Transportation	Extra.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for 191 block deshuttering and other misc work's 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.

17/8/2022

For ***G V Discovery Center Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Jyothi Bamboos Ballies & Mats Merchants***

Name : ____________________ Name : ____________________ Date : __/__/____

CASH/CREDIT MEMO

GSTIN : 36BFEPR0104Q1ZA
HSN : 4401

Cell : 9246802999
9866688832

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

జ్యోతి

బ్యాంబూస్, బల్లీస్ మరియు మ్యాట్స్ మర్చంట్స్

నెం. 1-30, లక్ష్మీ సాయి గార్డెన్స్,
జడ్.పి. స్కూల్ ఎదురుగా, మల్కాజిగిరి,
హైద్రాబాద్, తెలంగాణ - 500 047.

No.1-30, Laxmi Sai Gardens,
Opp. Z.P. School, Malkajgiri,
Hyderabad, Telangana - 500 047.

No. 154

Date : 17/8/2022

Sri G.V Discovery Center PVT Ltd

S. No.	PARTICULARS	RATE	AMOUNT Rs.	Ps.
	PONO 91017 Dt 16/8/2022 DLNO 049 Dt 17/8/2022			
1)	50 Tadkaas	240/-	12000	00
2)	label coding 50x50=100	1.30	130	00
3)	Tadkaas		2200	00
			14330	

INWARD

Inward No: 1566 Dt: 17/8/22

MRN No: Dt:

Received By: Sign:

Goods once sold will not be taken back or Exchanged.

Signature

Cell : 9246802999

GSTIN : 36BFEPR0104Q1ZA
HSN : 4401

DELIVERY CHALLAN

Cell : 9246802999
9866688832

JYOTHI

BAMBOOS, BALLIES & MATS MERCHANTS

జ్యోతి

బ్యాంబూస్, బల్లీస్ మరియు మ్యాట్స్ మర్చంట్స్

No.1-30, Laxmi Sai Gardens, Opp. Z.P. School, Malkajgiri, Hyderabad, Telangana - 47.

No. 049 Date 17/8/2022

Sri G.V Discovery Center PVT Ltd
PONO 91017

Ref.: Meghana 9381385897

S. No.	PARTICULARS	SIZE	QUANTITY
1)	Tadkaas	100's	50
2)	lakedust		
3)	Talkant		

INWARD
Inward No: 1566 Dt: 17/8/22
GRR No: 110775 Dt: 18/8/22
Received By: Sign: nlizam

Genome Valley Discovery Center Pvt. Ltd.

Purchase Order

 16-08-2022 13:07:09

91017
17.08.22 12:41:52

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

Supplier Details			
Jyothi Bamboos Ballies & Mats Merchants 1-30, Laxmi Sai Gardens, Opp.ZPSchool, Malkajgiri, hyderbad500047	**Doc No**	91017	196171
	Doc Date	16-08-2022	
	Quote No	Nil	
GSTIN 36BFEPR0104QIZA	**Quote Date**	16-08-2022	
9246802999	**SupplyType**	Supply	

Kind Attn : MR.N.Anand Rao

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
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					Total Order Value . . .	**12,000.00**

Rupees : Twelve Thousand Only.

B.No 49 18/8
I.No 1566 17/8

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms Within 7 days of delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Within 5 days

Delivery Location 119, 191 Synergy Square 1
-
Phone. -

Penality For Delay Nil

Transportation Extra.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right to reject items not conforming to quality and specifications.Above order for 191 block deshuttering and other misc work's 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 Discovery Center Pvt Ltd*
Authorised Signatory

Name : 18/08/22

Accepted the above Terms And Conditions
For *Jyothi Bamboos Ballies & Mats Merchants*

Name : ____________

Date : __/__/____

Requisition Form						
Company Name:	GV Discovery Center Pvt Ltd	Date:	16-08-2022			
Site & Phase :	Genopolis	Time:	11:43 AM			
Flat/Block no.						
Supplier:		Req. No.	196171			
Material required before date:	Urgent	ID No.	78891			
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date
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2						
3						
4						
5						
6						
7						
8						
9						
10						
Remarks:	This is for 191 block deshuttering and other misc work's purpose.					
	Engineer	Project Manager		Purchase		MD
Prepared By:	K.Sneha					
Approved By:	S.V. Subba Ressy					
Sign & Date:	16-08-2022					

PO:- 91017

APPROVED
18 AUG 2022
MINISH PARIKH
MANAGER PROCUREMENT