PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	16.03.23	Prepared by	V. RAVI	Serial no.	**15654**
Supplier name	Maruthi Industries.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	03.08.22	PO/WO No.	90689	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	88	17.08.22	75,166-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	75,166-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	

MRN nos.:	110783	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:	75,166-00
Amount E – PO / WO value:	231,280-00
Amount F – Difference (A – E):	156,114-00
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	18/03/23
Remarks: final bill & close this P.O.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		16.03.23			
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.

Form for closure of purchase order

PO no.: 90689		PO date: 3/08/22		Req. no.: 206121		Advice Scan ID	
Barcoded PO available	□ Y/✓N	Invoice original available		□Y/□N ✓Copy available		POD available	✓Y/□ N

Data required from site/engineers:

MRN nos. related to PO	111225, 110783 & 110689.

□ 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:		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide scanned copy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be scanned and sent to Ravi.

Prepared by: S. Nagamani	Sign: Nagamany	Date: 10/03/23.

Data required from accounts:

□	Checked with E&D for receipt of bills.	
□ Bills not received against this PO.	✓ Part bill received against this PO.	□ All bills received against this PO.
□ Advance paid against this PO	Amount paid:	Date of payment:

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	87	12-08-22	80,9481-	39,8841-
2.	97	29-09-22	75,1661-	
3.				

Remarks by Accountants: err!

Prepared by: J. Haripriya	Sign: J. Haripriya	Date: 10/03/23

Notes: 1. POs/WOs issued for turnkey works - may have been processed by E&D. Check before filling the above.

Prepared by:	Sign:	Date:

Remarks by Ravi + details of bills to be approved:

Sl. No.	Bill no.	Bill date	Bill amount	MRN no.
1.	88	17.08.22	✓ 75,166-00	110783.
2.				
3.				

Remarks: Certified true copy enclosed for your approval pls.

Prepared by: Ravi	Sign:	Date: 10.03.23

Advice by MD - action to be taken.

✓ □ Get certified bill from supplier (not original).		□ Prepare bill in SSLLP for material supplied.	
✓ □	Thereafter, prepare advice for credit to supplier and send to Soham for processing.		
✓ □	Close PO	□	Keep PO open. Material awaited
□	Accounts to be reconciled with supplier. Get supplier's ledger.		
Remarks:			

Approved by: Soham	Sign:	Date:

APPROVED BY
15 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

Data required from site/engineers							
PO no	90689	PO date	3/08/22	Req no	206121	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 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 Asharya.

Prepared by	Sign	Date	Project manager	Sign	Date
S. Nagamani	Nagamani	17/02/23	T. Madhu	Madhu	17/02/23

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	Total 3 out of 2 received worth of ₹1,56,114/- (87597), amt paid as per
☐	All bills received against this PO		
☐	Advance paid against this PO	Amount paid	Credit Balance i.e 39,884/-

Remarks by Accountants: Out of 3, 2 bills were received and payment made as per Credit Bal.

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	08/03/23			

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.		

Details of 3 bills ?

Remarks:

Prepared by	Sign	Date

Part bills received details

Topic		Part bills received details								
Prepared by		Ravi								
Date		08-03-2023								
						A			B	
S.No	Project	PO No	Item Discription	PO Quantity	Units	PO Value	Site Received Quantity	Bill No	Bills received amount	Remarks / Scan ID
1	GVRC	90689	Hume Pipes	200	No's	231,280.00	200	87	80,948.00	119312
2								97	75,166.00	117142
				200		231,280.00	200		156,114.00	
						Total PO Value (A)			231,280.00	
						Bills received amount (B)			156,114.00	
						Difference amount C=(A-B)			75,166.00	

(Ravi)

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			
Maruthi Industries	**Doc No**	90689	206121
Road .no.7,7F, H.no.5-211/2, Krishna Nagar Colony, Moulali, Telanaga	**Doc Date**	03-08-2022	
	Quote No	NIL	
GSTIN 36ADVPY0301Q2ZR	**Quote Date**	20-07-2022	
9885363206	**SupplyType**	Supply	

Kind Attn : Y Maruthi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	193600-BUIL-Building Material-CC Hume Pipe-NP3--200X2000mm-Nos	200.00	980.00	0.00	18.00	231,280.00
				Total Order Value . . .		**231,280.00**

Rupees : Two Lakh(s) Thirty One Thousand Two Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	All pipes are full round with NP3 specifications 2mtrs long
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Freight & Insurance included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Connect ETP/STP to footpath on SEpurpose.
ompletion 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 invoice must be sent to HO office or purchase site off

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Maruthi Industries*

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

TAX INVOICE Cell : 8309211518/91544 04303

Invoice issued under rule 46 of central goods & service tax (CGST) rules,2017

MARUTHI INDUSTRIES

3-5-211/1,Road.no 7/7f, Krishna Nagar colony,Moula-ali Housing Board,Medchal-Malkajgiri (Dist) Hyderabad-500040.

GSTIN :36ADVPY0301Q2ZR

Invoice No : 97/2022	Transportation Mode : Road
Invoice Date : 29/08/22	Vehicle number : TS08UG0155
P.O NO & Date : 90689/206121 & 03/08/22	Date of Starting Supply :29/08/22
D.C NO & Date :	Place of Supply : Thurkapally
Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : G V RESERCH CENTERS PVT LTD	Name : G V RESERCH CENTERS PVT LTD
Address : 5-4-187/3 & 4,II nd floor,Soham mansion,M.G Road,Sec-500003.	Address :Innopolis-Sy.no.542,Genome valley,Thurkapally, hyderabad, Telangana,500078-Cell : 7981951035
GSTIN : 36AAHCG4562D1ZP	GSTIN: 36AAHCG4562D1ZP

State	TS	Code	36	State	TS	Code	36

S.NO	Description	HSN Code	UOM	Quality	Rate	Amount
1	193600-Bull-Building material -cc-Hume pipe -200 x2000mm Nos	68109990	NOS	65	980	63700

Amount in words : SEVENTY FIVE THOUSAND ONE HUNDRED SIXTY SIX ONLY/-		Total Amount before Tax	63700
		Total CGST 9%	5733
		Total SGST 9%	5733
Bank Details: Bank Name	HDFC BANK	Total IGST 18%	
Bank Account Number	59200-01018-1924.	Total Amount GST 18%	11466
Account Type & Branch	CA/MOULA-Ali	Total Amount After Tax	75166
Bank IFSC code	HDFC0004095.	GST Payable on Reverse Charge	

Terms & Conditions

1.Goods once sold will not be taken back

2.Cash payment should not be made without Official stamped and signed receipt

Receiver's Signature

Certified that the particulars given above are true and correct

For MARUTHI INDUSTRIES

Authorised Signatory

INWARD

Inward No: 9861 Dt: 29/8/22

MKN No: 11225 Dt: 30/8/22

Received By: Sign:

Genome Valley Research Centers Pvt. Ltd.

TAX INVOICE Cell : 8309211518/91544 04303

Invoice issued under rule 46 of central goods & service tax (CGST) rules,2017

MARUTHI INDUSTRIES

3-5-211/1,Road.no 7/7f, Krishna Nagar colony,Moula-ali Housing Board,Medchal-Malkajgiri (Dist) Hyderabad-500040.

GSTIN :36ADVPY0301Q2ZR

Invoice No : 88/2022	Transportation Mode : Road
Invoice Date : 17/08/22	Vehicle number : TS08UG0155
P.O NO & Date : 90689/206121 & 03/08/22	Date of Starting Supply :17/08/22
D.C NO & Date :	Place of Supply : Thurkapally
Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : G V RESERCH CENTERS PVT LTD	Name : G V RESERCH CENTERS PVT LTD
Address : 5-4-187/3 & 4,II nd floor,Soham mansion,M.G Road,Sec-500003.	Address :Innopolis-Sy.no.542,Genome valley,Thurkapally, hyderabad, Telangana,500078-Cell : 7981951035
GSTIN : 36AAHCG4562D1ZP	GSTIN: 36AAHCG4562D1ZP

State	TS	Code	36	State	TS	Code	36

S.NO	Description	HSN Code	UOM	Quality	Rate	Amount
1	193600-Buil-Building material -cc-Hume pipe -200 x2000mm Nos	68109990	NOS	65	980	63700

Amount in words : SEVENTY FIVE THOUSAND ONE HUNDRED SIXTY SIX ONLY/		Total Amount before Tax	63700
		Total CGST 9%	5733
		Total SGST 9%	5733
Bank Details: Bank Name	HDFC BANK	Total IGST 18%	
Bank Account Number	59200-01018-1924.	Total Amount GST 18%	11466
Account Type & Branch	CA/MOULA-Ali	Total Amount After Tax	75166
Bank IFSC code	HDFC0004095.	GST Payable on Reverse Charge	

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Receiver's Signature

Certified that the particulars given above are true and correct

For MARUTHI INDUSTRIES

Y Obalh.

Authorised Signatory

INWARD

Inward No: 9737 Dt: 17/8/22

MRN No: 4093 Dt: 18/8/22

Received By: Sign:

Genome Valley Research Center Pvt. Ltd.

Cell : 8309211518/91544 04303

TAX INVOICE

Invoice Issued under rule 46 of central goods & service tax (CGST) rules,2017

MARUTHI INDUSTRIES

3-5-211/1,Road.no 7/7f, Krishna Nagar colony,Moula-ali Housing Board,Medchal-Malkajgiri (Dist) Hyderabad-500040.

GSTIN :36ADVPY0301Q2ZR

	Transportation Mode : Road
Invoice No : 87/2022	Vehicle number : TS08UG0155
Invoice Date : 12/08/22	Date of Starting Supply :12/08/22
P.O NO & Date : 90689/206121 & 03/08/22	Place of Supply : Thurkapally
D.C NO & Date :	Details of Consignee (Shipped to)
Details of Receiver (Billed to)	Name : G V RESERCH CENTERS PVT LTD
Name : G V RESERCH CENTERS PVT LTD	
Address : 5-4-187/3 & 4,II nd floor,Soham mansion,M.G Road,Sec-500003.	Address :Innopolis-Sy.no.542,Genome valley,Thurkapally, hyderabad, Telangana-Cell : 7981951035
GSTIN : 36AAHCG4562D1ZP	GSTIN: 36AAHCG4562D1ZP
State TS Code 36	State TS Code 36

S.NO	Description	HSN Code	UOM	Quality	Rate	Amount
1	193600-Buil-Building material -cc-Hume pipe -200 x2000mm Nos	68109990	NOS	70	980	68600

		Total Amount before Tax	68600
Amount in words : EIGHTY THOUSAND NINE HUNDRED FORTY EIGHT ONLY/-		Total CGST 9%	6174
		Total SGST 9%	6174
		Total IGST 18%	
Bank Details: Bank Name	HDFC BANK	Total Amount GST 18%	12348
Bank Account Number	59200-01018-1924.	Total Amount After Tax	80948
Account Type & Branch	CA/MOULA-Ali	GST Payable on Reverse Charge	
Bank IFSC code	HDFC0004095.		

Certified that the particulars given above are true and correct

For MARUTHI INDUSTRIES

Y [signature]

Authorised Signatory

Terms & Conditions

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2.Cash payment should not be made without Official stamped and signed receipt

Receiver's Signature

INWARD

Inward No: 9718 Dt: 12/8/22

MRN No: 11669 Dt: 13/8/22

Received By: Sign:

Genome Valley Research Center Pvt. Ltd.

TAX INVOICE Cell : 8309211518/91544 04303

Invoice issued under rule 46 of central goods & service tax (CGST) rules,2017

MARUTHI INDUSTRIES

3-5-211/1,Road.no 7/7f, Krishna Nagar colony,Moula-ali Housing Board,Medchal-Malkajgiri (Dist) Hyderabad-500040.

GSTIN :36ADVPY0301Q2ZR

Invoice No : 88/2022	Transportation Mode : Road
Invoice Date : 17/08/22	Vehicle number : TS08UG0155
P.O NO & Date : 90689/206121 & 03/08/22	Date of Starting Supply :17/08/22
D.C NO & Date :	Place of Supply : Thurkapally
Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : G V RESERCH CENTERS PVT LTD	Name : G V RESERCH CENTERS PVT LTD
A[illegible]ess : 5-4-187/3 & 4,II nd floor,Soham mansion,M.G Road,Sec-500003.	Address :Innopolis-Sy.no.542,Genome valley,Thurkapally, hyderabad, Telangana,500078-Cell : 7981951035
GSTIN : 36AAHCG4562D1ZP	GSTIN: 36AAHCG4562D1ZP

State	TS	Code	36	State	TS	Code	36

S.NO	Description	HSN Code	UOM	Quality	Rate	Amount
1	193600-Buil-Building material -cc-Hume pipe -200 x2000mm Nos	68109990	NOS	65	980	63700

Amount in words : SEVENTY FIVE THOUSAND ONE HUNDRED SIXTY SIX ONLY/-	Total Amount before Tax	63700
	Total CGST 9%	5733
	Total SGST 9%	5733
	Total IGST 18%	
Bank Details: Bank Name: HDFC BANK	Total Amount GST 18%	11466
Bank Account Number: 59200-01018-1924.	Total Amount After Tax	75166
Account Type & Branch: CA/MOULA-Ali	GST Payable on Reverse Charge	
Bank IFSC code: HDFC0004095.		

Certified that the particulars given above are true and correct

For MARUTHI INDUSTRIES

MARUTHI INDUSTRIES HYDERABAD

Authorised Signatory

Terms & Conditions

1.Goods once sold will not be taken back

2.Cash payment should not be made without Official stamped and signed receipt

"TRUE COPY"

Receiver's Signature

INWARD

Inward No: 737 Dt: 17/8/22

MRN No: Dt:

Received By: Sign:

Purchase Order

 15-02-2023 10:52:49 Original / Office Copy / Purchase Div.Copy

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			
Maruthi Industries	**Doc No**	90689	206121
Road .no.7,7F, H.no.5-211/2, Krishna Nagar Colony, Moulali, Telanaga	**Doc Date**	03-08-2022	
	Quote No	NIL	
GSTIN 36ADVPY0301Q2ZR	**Quote Date**	20-07-2022	
9885363206	**SupplyType**	Supply	

Kind Attn : Y Maruthi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	193600-BUIL-Building Material-CC Hume Pipe-NP3--200X2000mm-Nos	200.00	980.00	0.00	18.00	231,280.00
					Total Order Value . . .	**231,280.00**

Rupees : Two Lakh(s) Thirty One Thousand Two Hundred Eighty Only.

Terms and Conditions :-

Specification / Brand	All pipes are full round with NP3 specifications 2mtrs long
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Within 7 days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Freight & Insurance included in above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Connect ETP/STP to footpath on SEpurpose.
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 invoice must be sent to HO office or purchase site off

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***Maruthi Industries***

Name : ____________

Name : ____________

Date : __/__/____