PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	28.03.23	Prepared by	V. RAVI	Serial no.	15687
Supplier name	MINITECH FLOORS			HO inward no.	~~1603~~
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	10.01.23	PO/WO No.	95991	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	INV187/GVRCPL02	14.02.23	154,657-00	☑ Yes □ No
2.			/	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	154,657-00

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

MRN nos.:	118431	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:	154,657-00
Amount E – PO / WO value:	134,520-00
Amount F – Difference (A – E):	20,137.00

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	40% Advance paid
Remarks:	final bill & close this P.O.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		28.03.23			
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.
INWARD
No. 9920
Date 28/3/23
Sign. 3
SECBAD

Form for closure of purchase order

PO no.: 95991	PO date:	10-01-23	Req. no.:	806658	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	118431	
□ 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. as per site (excess used excess of 2844 sft)	

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: Shivane	Sign:	Date: 24/03/2023
Data required from accounts:		
□	Checked with E&D for receipt of bills.	
☑ Bills not received against this PO.	□ Part bill received against this PO.	□ All bills received against this PO.
☑ Advance paid against this PO	Amount paid: 53,808/-	Date of payment: 13/01/2023

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				

Remarks by Accountants:

Prepared by: Mahesh	Sign: E. Mahesh	Date: 27/03/2023

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.	INV187/GVRCPL02	14.02.23	154,657-00	118431
2.		/	/	/
3.				

Remarks: Need MD's approval for enclosed bill.

Prepared by: Ravi	Sign:	Date: 27.03.23

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
28 MAR 2023
SOHAM
MANAGING DIRECTOR

Work Order

Original / Office Copy / Purchase Div.Copy

18-03-2023 13:16:11

...m 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
MINITECH FLOORS
1-4-211/64, Prathampuri, Kapra, Ranga Reddy, Telangana, Hyderabad

GSTIN 36AAZFM5709P1Z7   9059112248

Doc No	95991	206658
Doc Date	10-01-2023	
Quote No	Q177R2A	
Quote Date	10-01-2023	
SupplyType	Supply And Application	

Kind Attn : Mr Premnath Mamidi

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	699600 - MISC-Miscellaneous - Vacuum Dewatered Flooring-- - NA - Sft *Installation of channels to required line, level & slope, vibrating & levelling the concrete using Screed Vibrator/Needle Vibrator. Thereafter, checking the levels using level tools, broadcasting floor hardener and setting it using power/elec trowel*	18,000.00	6.00	0.00	18.00	127,440.00
2	6165 - Miscellaneous - Transportation Charges - NA - NA *with Men & Machinery.*	1.00	6,000.00	0.00	18.00	7,080.00
				Total Order Value . . .		**134,520.00**

Rupees : One Lakh(s) Thirty Four Thousand Five Hundred Twenty Only.

Terms and Conditions :-

Specification / Brand	As per details given in the Quotation no : MTF/Q177R2A/MP-GVRCPL/22-23, dtd. 03-01-2023.
Payment Terms	40% advance along with WO, 30% after team mobilised to site along with men, machinery & material, Balance 30% will be as per actual measurements.
Tax	All taxes included in above price.
Delivery Date	16-01-2023.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	NIL.
Transportation Cost	Included in the above price.
Warranty	NIL.
Advance Paid	Rs: 53,808 by Cheque/RTGS. Cheque no:________,dated________.
Other Terms	We reserve the right to reject items not conforming to quality and specifications.
Completion Date	Within 8 days.
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 Head Office. Proof of delivery/DC can be sent by email.

Accepted the above Terms And Conditions

For *MINITECH FLOORS*

95991

TAX INVOICE

ORIGINAL
For Recipient

Minitech Floors
1-4-211/64, Pradhampuri, Kapra,
Secunderabad, Hyderabad,
Telangana 500062
9959112248
minitechfloors@gmail.com

GSTIN	[illegible]	Invoice Date	14/02/2023
State	36, Telangana	Invoice No	PP/187/GVRCPL07
PAN	[illegible]	Reference No	95991/206658

Customer Name
M/s. G V Reserch Centers Pvt Ltd

Customer GSTIN
36AAHCG4562D1ZP

Billing Address
M/s. G V Reserch Centers Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion,
MG Road, Secunderabad
Telangana, 500003
India

Shipping Address
M/s. G V Reserch Centers Pvt Ltd
Site Innopolis, Sy no-542, Genome Valley,
thurkapally, Hyderabad
Telangana, 500078
India
36AAHCG4562D1ZP

Place of Supply 36-Telangana

Due Date 16/02/2023

	Item	HSN / SAC	Quantity	Rate / Item (₹)	Discount (₹)	Taxable Value (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)	Total (₹)
1.	Terrace Flooring	9954	20,844.15 SQF	6.00	0.00	1,26,064.90	11,255.84 @9%	11,255.84 @9%	0.00	1,47,576.58
2.	Transportation for men and machinery	9954	1.00 OTH	6,000.00	0.00	6,000.00	540.00 @9%	540.00 @9%	0.00	7,080.00
				Total		1,31,064.90	11,795.84	11,795.84	0.00	1,54,656.58

Taxable Amount	₹ 1,31,064.90
Total Tax	₹ 23,591.68
Rounding off	₹ 0.42
Total Value	**₹ 1,54,657.00**

Total amount (in words) One Lakh Fifty Four Thousand Six Hundred Fifty Seven Rupees Only

For Minitech Floors

Authorised Signatory

Bank Details:

Account Number	566420110000289	IFSC	BKID0005664
Bank Name:	Bank of India	Branch Name:	Sainikpuri, ECIL

Notes:
Account Name: MINITECH FLOORS
Terms & Conditions:
1. Payment to be released before the due date.
2. Any delay in payment beyond the due date will attract an interest of 12% per annum and Any delay beyond the 30 days credit period will attract an interest of 24% per annum, the same will be updated the Ledger account statement.
3. ~~Goods Once sold will not be taken back~~
4. All disputes directs to Hyderabad Jurisdiction.

INWARD

Inward No: 11534	Dt: 18/03/23
MRN No: 11843	Dt: 24/3/23
Received By:	Sign:

Genome Valley Research Center Pvt. Ltd.

MSME NO.TS02F0005867

TAX INVOICE

ORIGINAL
For Recipient

Minitech Floors

MINITECH
Advance Concrete Flooring Solutions

1-4-211/64, Pradhampuri, Kapra,
Secunderabad, Hyderabad,
Telangana 500062
9959112248
minitechfloors@gmail.com

GSTIN	36AAZFM5709P1Z7	Invoice Date	14/02/2023
State	36-Telangana	Invoice No.	INV187/GVRCPL02
PAN	AAZFM5709P	Reference No.	95991/206658

Customer Name
M/s. G V Reserch Centers Pvt Ltd

Customer GSTIN
36AAHCG4562D1ZP

Billing Address
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5-4-187/3&4, II nd Floor, Soham Mansion,
MG Road,, Secunderabad
Telangana, 500003
India

Shipping Address
M/s. G V Reserch Centers Pvt Ltd
Site: Innopolis, Sy no-542, Genome Valley,
thurkapally, Hyderabad
Telangana, 500078
India
36AAHCG4562D1ZP

Place of Supply 36-Telangana **Due Date** 16/02/2023

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Bank Name:	Bank of India	Branch Name:	Sainikpuri, ECIL

For Minitech Floors

Authorised Signatory

Notes:
Account Name: MINITECH FLOORS

Terms & Conditions:

1. Payment to be released before the due date.
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"TRUE COPY"