PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	05/04/23	Prepared by	V. RAVI	Serial no.	16100
Supplier name	Global safety solutions.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis	HO received date	
PO/WO date	03.12.22	PO/WO No.	94635	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	2205	09.12.22	7875-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7875-00

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

MRN nos.:	114892	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:	7875-00
Amount E – PO / WO value:	7875-00
Amount F – Difference (A – E):	NIL
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	06/04/23
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		05/04/23.			
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. 33 Date 5/4/23 Sign.

Form for closure of purchase order

PO no.:	94635	PO date:	03/12/22.	Req. no.:	206489	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		
□ 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: Nagamani	Date: 21/03/23

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.				
2.				
3.				

Remarks by Accountants: Bills not received against this PO.

Prepared by: J. Haripriya	Sign: J Haripriya	Date: 04/04/23

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.	2205	09.12.22	7875-00	114892
2.				
3.				

Remarks: Need MD's approval for enclosed bill

Prepared by: Ravi	Sign:	Date: 04.04.23.

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
-6 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Tax Invoice (DUPLICATE FOR TRANSPORTER)

GLOBAL SAFETY SOLUTIONS
#5-5-48, Ranigunj,
Secunderabad-500003
GSTIN/UIN: 36AAOFG9573A1Z5
State Name : Telangana, Code : 36
Contact : 9581228898/9502555088
E-Mail : gss.infoteam@gmail.com

F/c

Invoice No. **2205**	Dated **9-Dec-22**
Delivery Note	Mode/Terms of Payment
Reference No. & Date. **2205 dt. 9-Dec-22**	Other References
Buyer's Order No. **94635-206489**	Dated **8-Nov-22**
Dispatch Doc No.	Delivery Note Date
Dispatched through	Destination
Terms of Delivery	

Buyer (Bill to)
G V Research Centre Pvt Ltd
5-4-187/324, 2nd Floor,
Soham Mansion, M G Road,
Secunderabad-500003
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Disc. %	Amount
1	**Safeviz Make Reflective Jacket** *FO702/Y/DN*	62071990	5 %	**100.00 Nos**	75.00	Nos		**7,500.00**
	CGST@2.5%				*2.50*	*%*		**187.50**
	SGST@2.5%				*2.50*	*%*		**187.50**
	Total			**100.00 Nos**				**₹ 7,875.00**

INWARD
Inward No: 10763 Dt: 10/12/22
MRN No: 17 4892 Dt: 10/12/22
Received By: R Sign: R
Genome Valley Research Center Pvt. Ltd.

Received By
S.K. RAJU
6281929265

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 02736
Date: 17/12/22
Sign:

E. & O.E

Amount Chargeable (in words)
INR Seven Thousand Eight Hundred Seventy Five Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
62071990	7,500.00	2.50%	187.50	2.50%	187.50	375.00
Total	**7,500.00**		**187.50**		**187.50**	**375.00**

Tax Amount (in words) : **INR Three Hundred Seventy Five Only**

Company's PAN : **AAOFG9573A**

Company's Bank Details
Bank Name : **AXIS BANK**
A/c No. : **919020070179320**
Branch & IFS Code : **MG Road, Secunderabad & UTIB0000068**

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

Customer's Seal and Signature

for GLOBAL SAFETY SOLUTIONS

Authorised Signatory

This is a Computer Generated Invoice

03-12-2022 12:28:04

Purchase Order

94635

29.11.22 5:43:09

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			
Global Safety Solutions	**Doc No**	94635	206489
5-5-48, Ranigunj, secunderbad	**Doc Date**	03-12-2022	
	Quote No	Nill	
GSTIN 36AAOFG9573A1Z5	**Quote Date**	08-11-2022	
9502555088/9581228898	**SupplyType**	Supply	

Kind Attn : Mr.Qasim Hussain/AQ Shakir

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	726500 - GENE-General Items - Safety Jackets-Yellow- - - - Nos	100.00	75.00	0.00	5.00	7,875.00
			Total Order Value . . .			**7,875.00**

Rupees : Seven Thousand Eight Hundred Seventy Five Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	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 site use purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Accepted the above Terms And Conditions

For ***Global Safety Solutions***

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

Authorised Signatory

03/12/22

Name :

Name :

Date : __/__/__

Requisition Form							
Company Name:	GVRC	Date	02 12 2022				
Site & Phase	Innopolis	Time	10 40				
Unit No /Block No							
Supplier:		Req No	206489				
Material required before date	[redacted]	ID No	82102				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	GENE1756-General Items-Safety Shoe Male---No 6-Nos ✓						
2	GENE2419-General Items-Safety Shoe Male---No 8-Nos ✓	20	0	20			
3	GENE3689-General Items-Safety Shoe Male---No 7-Nos ✓ PO:- 94631	20	0	20			
4	GENE8114-General Items-Safety Shoe Male---No 9-Nos ✓	20	0	20			
5	GENE9460-General Items-Safety Jackets-orange---Nos ✓	20	0	20			
6	GENE6718-General Items-Safety Jackets-Yellow---Nos ✗ PO:- 94635	100	0	100			
7	GENE1226-General Items-Helmets Labour Male---Nos ✓	100	0	100			
8		50	0	50			
9							
10							
Remarks:	Towards site use purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	S Nagamani						
Approved By	Mr Madhu						
Sign & Date	02 12 2022	Madhu					

APPROVED
03 DEC 2022
MINISH PARIKH
MANAGER PROCUREMENT