

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 11.04.23		Prepared by: V. Ravi		Serial no. 16375	
Supplier name: Sri Rama - Jayash Bricks.				HO inward no.	
Firm/Company: G.V.R.C		Project: Ponnopolis		HO received date	
PO/WO date: 20.05.22		PO/WO No. 77104		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	842	17.07.2021	43,942.00	☒ Yes ☐ No
2.			/	☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			43,942.00
Proof of delivery by way of ☒ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 92112, 92854 & 92855.	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:			43,942.00
Amount E – PO / WO value:			89,512.50
Amount F – Difference (A – E):			45,570.50
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		14/04/23.	
Remarks: Find bill & close this PO. (Note: Original bill missing so through certified true copy we are processing now.)			

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. Ravi			
Sign:					
Date		11/04/23.			
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.



Form for closure of purchase order

PO no.: 77104	PO date: 20/05/21	Req. no.: 763485	Advice Scan ID
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N
Data required from site/engineers:			
MRN nos. related to PO 92112, 92854 & 92855.			
☒ 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 DC/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. Naganand		Sign: S. Naganand	Date: 10/04/2023
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:	Date of payment:
Details of part bill received:			
Sl. No.	Bill no.	Bill date	Bill amount
1.			
2.			
3.			
Remarks by Accountants: Bills not received against this PO			
Prepared by: J. Hanipriya		Sign: J. Hanipriya	Date: 10/04/23
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
1.	842	17.07.2021	43,942.00
2.			
3.			
MRN no. 92112, 92854 & 92855.			
Remarks: Need MD's approval for enclosed certified true copies.			
Prepared by: Ravi		Sign: Ravi	Date: 10.04.23.
Advice by MD - action to be taken.			
☒ Get certified bill from supplier (not original).		☐ Prepare bill in SSLP 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
11 APR 2023
SOHAM MODI
MANAGING DIRECTOR



Annexure -D
Cement Blocks – Weekly Delivery Report

Company/ firm:	GVRC	Requisition nos.:	163485	Total PO quantity:	2750
Project:	Imopolis	PO No.	77104	Quantity delivered in earlier period:	-
Block /Flat / Villa no.:		Total material delivered	No	Quantity delivered during week:	1350
Supplier:	Sri Rama Flyash Bricks	Close PO:	Yes	Balance quantity to be delivered:	1400
Sign of security	<i>Pureen</i>	Sign of Admin	<i>[Signature]</i>	Sign of Project manager	<i>[Signature]</i>
Date	31.12.2021	Date	31.12.2021	Date	31.12.2021

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	14.05.2021	15:30	6"x8"x16	450	2534	3019	92112
2.	14.06.2021	11:30	6"x8"x16	450	2683	4013	92854
3.	14.06.2021	13:30	6"x8"x16	450	2684	4014	92855
4.							
5.							
Total:				1350			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
2.							
3.							
4.							
5.							
Total:							

Remarks:

DELIVERY CHALLAN

SRI RAMA FLYASH BRICKS

Mfrs In : All Type of Solid Bricks

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
 Ranga Reddy Dist., TELANGANA - 500082
 Cell : 9246043189, 7780156205
 36AKTPG6882A1ZR

No. 2683 P.O. No: 77104-163485

Date: 14/6/21

M/s Gv Research Centre Pvt Ltd

Name: Gv Research Centre Pvt Ltd

Vehicle No. TS08UG 9402 Time

Material: 6x8x16 Solid Bricks Qty 450

Driver's Signature



INWARD	
Inward No: 44013	Dr: 14/6/21
M/RN No: 101530	Di: 31/12/21
Received By: <u>Praveen</u>	Sign: <u>[Signature]</u>
G.V. RESEARCH CENTRE OF PRIVATE	

92854

14/06/21

DELIVERY CHALLAN

SRI RAMA FLYASH BRICKS

Mfrs In : All Type of Solid Bricks

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
 Ranga Reddy Dist., TELANGANA - 500082
 Cell : 9246043189, 7780156205
 36AKTPG6882A1ZR

No. 2684 P.O. No: 77104-163485

Date: 14/6/21

M/s Gv Research Centre Pvt Ltd

Name: Gv Research Centre Pvt Ltd

Vehicle No. TS08UG 9402 Time

Material: 6x8x16 Solid Bricks Qty 450

Driver's Signature



INWARD	
Inward No: 44014	Dr: 14/6/21
M/RN No: 101531	Di: 31/12/21
Received By: <u>Praveen</u>	Sign: <u>[Signature]</u>
G.V. RESEARCH CENTRE OF PRIVATE	

Authorized Signature

92855 / 14/6/21

DELIVERY CHALLAN

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

Call : 9246043189, 7780156205

36AKTPG8982A1ZR

163485
27104

No. **2534**

Date : **14/5/21**

M/s **G.V. Research Centres Pvt. Ltd.**

Name : **G.V. Research Centres Pvt. Ltd.**

Vehicle No. **TS08UG9402** Time

Material : **6x8x16 Solid Bricks, Qty. 450**

3019 INWARD	
Inward No: 2724	Dt. 14/5/21
MRN No: 92112	Dt: 19/5/21
Received By: [Signature]	Sign: [Signature]
Driver's Signature [Signature]	Authorized Signature [Signature]
G.V. RESEARCH CENTERS PVT LTD	



Purchase Order

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

Sri Rama Flyash Bricks
Sy no-215, Hema Nagar, Boduppal, Hyderabad, Ranga Redy(Dist),
Telangana-500092

GSTIN 36AKTPG8982A1ZR

9246043189

9246043189

Doc No	77104	163485
Doc Date	20-05-2021	
Quote No	Nil	
Quote Date	11-05-2021	
SupplyType	Supply	

Kind Attn : G.Prasad

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	2,750.00	31.00	0.00	5.00	89,512.50
Total Order Value . . .					89,512.50
Rupees : Eighty Nine Thousand Five Hundred Twelve and Paise Fifty Only.					

Terms and Conditions :-

Specification / Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!

Payment Terms Within 30 days of delivery of all materials & production of bill.

Tax All taxes included in above price.

Delivery Date As per request of Project Manager

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035

Penalty For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% pty on value of order will be deducted for delay in submission of bills.

Transportation Included in the above price.

Warranty Nil

Advance Paid Nil

Other Terms We reserve the right items not confirming to qty & specs. Breakage in your account. Above order 4545-Bricks under jack shuttering jacks on the Morrum purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Sri Rama Flyash Bricks**

Name : _____

Name : _____

Date : __/__/__

SRI RAMA FLYASH BRICKS

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

No:

842

102

36AKTPG8982A1ZR

Date: 17-07-2021

M/s G.V. Research Centers (P) Ltd
M.G. Road, Secunderabad
GSTIN - 36AAHCG4562D12P

TIN No. Date:
Order No. 77104-163485 Date: 11-05-21

Sl. No.	PARTICULARS	Size	Quantity	Rate Per	Amount	
					Rs.	Ps.
	6+8-11 solid Bricks R No's - 2534, 2683, 2684	200x200x400 200x150x400 200x100x400	1350	31	41850	-00
For SRI RAMA FLYASH BRICKS G.V. Research Centers Proprietor 15/03/23 17/7/21						
			S. TOTAL		41850	-00
			CGST	2.5%	1046	-00
			SGST	2.5%	1046	-00
			G. TOTAL		43942	-00

*Goods once sold will not be taken back
*Our risk and responsibility ceases when the goods
are delivered or dispatched.

Receiver's Signature

"TRUE COPY"

For SRI RAMA FLYASH BRICKS

Authorised Signatory

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks

Sy. Nos: 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

Cell : 9246043189, 7780156205
36AKTPG8982A1ZR

No. **2534**

Date : **14/5/21**

M/s **G.V. Research Centre Pvt. Ltd.**

Name : **G.V. Research Centre Pvt. Ltd.**

Vehicle No. **T 508 V 9002** Time

Material : **6x8x16 Solid Bricks** Qty. **450**

Driver's Signature

INWARD

Inward No:	Dt.
MRN No:	Dt:
Received By:	Sign:
G.V. RESEARCH CENTRE LTD	

Authorised Signature

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

Cell : 9246043189, 7780156205
36AKTPG8982A1ZR

P.O. No: 77104-163485

No. 2683

Date : 4/6/21

M/s G.V. Research Centres Pvt. Ltd.

Name : G.V. Research Centres Pvt. Ltd.

Vehicle No. TS08VE9502 Time

Material : 6x8x16 Solid Bricks Qty 450

when

Driver's Signature

INWARD	
Inward No: 4012	DATE 14/6/21
MRN No:	DATE:
RECEIVED BY: <i>Praveen</i>	SIGNATURE: <i>[Signature]</i>
G.V. RESEARCH CENTRES PVT. LTD.	

Authorised Signature

SRI RAMA FLYASH BRICKS

Mfrs in : All Type of Solid Bricks

Sy. Nos. 215, Hema Nagar, Boduppal, Hyderabad,
Ranga Reddy Dist., TELANGANA - 500092

Cell : 9246043189, 7780156205

36AKTPG8982A1ZR

P.O. No. 77104-163485
2684

No.

Date : 14/6/21

M/s

G.V. Research Centers Pvt. Ltd.

Name :

G.V. Research Centers Pvt. Ltd.

Vehicle No.

TS08067402 Time

Material :

600x100 Solid Bricks Qty. 450

[Signature]

Driver's Signature

INWARD	
Inward No: 27016	Dt. 14/6/21
MRN No.	Dt.
Received By: <i>[Signature]</i>	Sign: <i>[Signature]</i>
G.V. RESEARCH CENTERS PVT. LTD.	
Authorized Signature	