PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	28/4/23	Prepared by	V. RAVI	Serial no.	17386
Supplier name	SSLLP			HO inward no.	
Firm/Company	G.V.R.C	Project	Annopolis	HO received date	
PO/WO date	13/12/22	PO/WO No.	94991	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.				☑ Yes □ No
2.			4617.34	□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			4617.34
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report			
MRN nos.:		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:			4617.34
Amount E – PO / WO value:			4617.34
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	29/4/23.		
Remarks:	Final bill & close this PO.		

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
Date		28/4/23			
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. 130
Date 28/4/23
Sign

Form for closure of purchase order

PO no.:	94991	PO date:	13/12/22	Req. no.:	206443	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: No proof of delivery available at site.

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:	Sign:	Date:

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: 23/04/23

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.				
2.				
3.				

Remarks: Invoice to get from SSLLP.

Prepared by: Ravi	Sign:	Date: 27/4/23.

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
29 APR 2023
SOHAM MODI
MANAGING DIRECTOR

12-04-2023 16:31:55

...pany : **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			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	94991	206443
	Doc Date	13-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-11-2022	
040-66335551 9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 3507 - Computers and Peripherals - Ext. Hard disk - NA - nos *RS 485/235 to ethernet converter*	1.00	3,913.00	0.00	18.00	4,617.34
				Total Order Value . . .	**4,617.34**

Rupees : Four Thousand Six Hundred Seventeen and Paise Thirty Four Only.

Terms and Conditions :-

Specification /	RS 485/235 to ethernet converter
Payment Terms	After delivery and production of bill
Tax	GST included
Delivery Date	Immidiate
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, above order is for SITE 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 Reserch Centers Pvt Ltd***

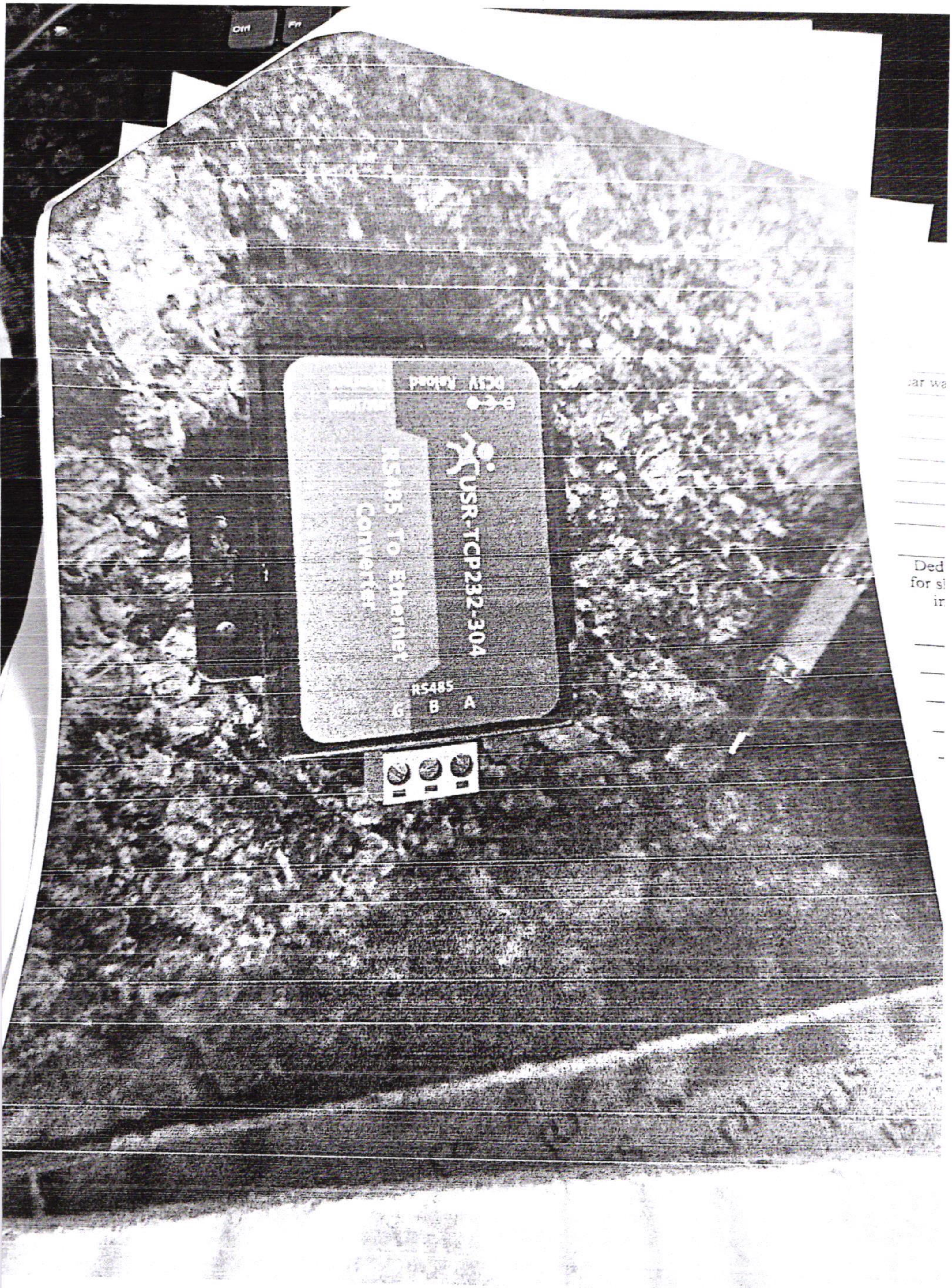
Authorised Signatory

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

1 7 7 7 7 7 7

Name : ______________ Name : ______________ 49 Date : __/__/____


DC5V
Reload
USR-TCP232-304
RS485 To Ethernet
Converter
RS485
G B A

Purchase Order

 08-02-2023 10:41:01

94991
29.11.22 5:59:41

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50(
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
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	Doc Date	13-12-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	30-11-2022	
040-66335551 9618244433	**SupplyType**	Supply	

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Terms and Conditions :-

In data Base Showing MPL site

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Material not delivered

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory
Name : 08/02/2023

Name : ____________

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Date : __/__/____