PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	03/05/23	Prepared by	V. RAVI	Serial no.	16427
Supplier name	Sri Sai Vishal Enterprises			HO inward no.	
Firm/Company	G.V.D.C	Project	Genopolis.	HO received date	
PO/WO date	29.10.22	PO/WO No.	93348.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	089	23.11.22	17,100-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	17,100-00
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:	17,100-00
Amount E – PO / WO value:	17,100-00
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	05/5/23.
Remarks: find bill & close this PO.	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		03/5/23.			
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. 1480
Date 3/5/23
Sign. 3

Form for closure of purchase order

Data required from site/engineers:

PO no.:	93348	PO date:	29/10/2022	Req. no.:	19626	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:							

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 Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
			S.V.S. Reddy	[signature]	9/01/2023

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☑	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	
Remarks by Accountants:			

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
	[signature]	14/2/23			

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		
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.	☐	Keep PO open. Material awaited
☐	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.		
Remarks:			

Prepared by	Sign	Date

APPROVED BY
- 9 MAR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

 31-10-2022 11:01:32

Original / Office Copy / Purchase Div.Copy

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details

Sri Sai Vishal Enterprises
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.

GSTIN 36ACZPL1512H1ZF
9391029193 9391029193

Doc No	93348	196261
Doc Date	29-10-2022	
Quote No	Ni	
Quote Date	28-10-2022	
SupplyType	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	450.00	38.00	0.00	0.00	17,100.00
	Rupees : Seventeen Thousand One Hundred Only.				**Total Order Value . . .**	**17,100.00**

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	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty 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 qlty & specs. Breakage in your account. Above order for chemical block 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 deli vary /DC can be sent by email.

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Accepted the above Terms And Conditions

For *Sri Sai Vishal Enterprises*

Name : ____________________

Name : ____________________

Date : __/__/____

Annexure -D

Cement Blocks – Weekly Delivery Report

Company/ firm:	GVDC				
Project:	Genopolis	Requisition nos.:	196261	Total PO quantity:	450
Block /Flat / Villa no.:	Chemical block	PO No.	93348	Quantity delivered in earlier period:	-
Supplier:	Sri Sai Vishal enterprises	Total material delivered	YES	Quantity delivered during week:	Yes
		Close PO:	YES	Balance quantity to be delivered:	-
Sign of security		Sign of Admin		Sign of Project manager	
Date	02-11-2022	Date		Date	

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
4.	01-11-22	01:00	6X8X16	450	191	1766	113304
5.							
6.							
7.							
8.							
	Total:			450			

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 ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN: 36ACZPL1512H1ZF

No. 191 Date : 01.11.22

M/s. GVDC pvt Ltd Thurkapally

P.O. No. 93348 Date :

S.No.	PARTICULARS	BRICK SIZE	QUANTITY
1	Solid Bricks	6x8x16	450 Nos
	INWARD Inward No: 1766 Dt: 01/11/22 MRN No: 113304 Dt: 02/11/22 Received By: Sign: Nizam Genome Valley Discovery Center Pvt. Ltd		
	Vehicle No. TS 08 UC 2216 Time : 9:00 AM Driver Name : Raju		
		Total	450 Nos

Received the above material in good condition

For **SRI SAI VISHAL ENTERPRISES**

Receiver's Signature

Purchase Order

 29-10-2022 12:52:21 Purchase Div.Copy

93348
18.10.22 2:23:37

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Sri Sai Vishal Enterprises	**Doc No**	93348	196261
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	29-10-2022	
	Quote No	Ni	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	28-10-2022	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	869600 - BUIL-Building Material - Solid Block-- - 150mmX200mmX400mm - Nos	450.00	38.00	0.00	0.00	17,100.00
					Total Order Value . . .	**17,100.00**

Rupees : Seventeen Thousand One Hundred Only.

Bill Due
DC No 191 2/11
I.No: 1767 2/11

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 119, 191 Synergy Square 1
-
Phone. -

Penality For Delay Bills must be submitted to H.O. within 30days of supply of material. 10% plty 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 qlty & specs. Breakage in your account. Above order for chemical block 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 deli vary /DC can be sent by email.

For ***G V Discovery Center Pvt Ltd***
Authorised Signatory
29/10/22
Name : ____________

Accepted the above Terms And Conditions
For ***Sri Sai Vishal Enterprises***

Name : ____________

Date : __/__/____

TAX INVOICE

© : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF
(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s GV Discovery Center pvt Ltd
Thurkapally

Party GSTIN 36AAHCG4940K1ZC

Inv. No. 089 Date : 23.11.22
D.C. No. 191 Date :
P. O. 93348 Date :
Payment
State : **TELANGANA** Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	**20 mm Metal**					
2.	**Baby Chips**					
3.	**Stone Dust**					
4.	**Sand**					
5.	**Red Mutti**					
6.	**Granite**					
7.	**40mm Hand Metal**					
8.	**Crusher Sand**					
9.	**12mm Metal**					
10.	**Flyash Bricks**					
	4X8X16					
	6X8X12					
	✓**6X8X16**		450	38	Noi	17,100-00
	8X8X12					
	8X8X16					

SUMMIT SALES LLP
IN WARD
No: 101814
Date: 24/11/22
Sign:
R.R. DIST.

Rupees in words Seventeen Thousand one Hundred only

TOTAL		17,100-00
SGST @	%	–
CGST @	%	–
GRAND TOTAL		17,100-00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368
Branch : Nacharam

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

Requisition Form							
Company Name:	GV Discovery Center pvt ltd	Date:	28-10-2022				
Site & Phase :	Genopolis	Time:	3.33 PM				
Unit No. Block No.							
Supplier:		Req. No.	196261				
Material required before date:		ID No.	80953				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	BUIL8696-Building Material-Solid Block---150MMX200MMX400MM-Nos	450	0	450			
2							
3							
4	PO: 93348.						
5							
6							
7							
8							
9							
10							
Remarks:	For chemical block purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	p.niharika						
Approved By:	Subba reddy						
Sign & Date:	28-10-2022						

APPROVED
29 OCT 2022
MINISH PARIKH
MANAGER PROCUREMENT