PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 03/05/23 | Prepared by | V. RAVI | Serial no. | **16426** |
| Supplier name | Global safety solutions | | | HO inward no. | |
| Firm/Company | GVDC | Project | Genopolis | HO received date | |
| PO/WO date | 27/5/22 | PO/WO No. | 88628. | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 1986 | 06.06.22 | 2761-00 | ✓ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 2761-00 |
| Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 108292 — 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: | 2761-00 |
| Amount E – PO / WO value: | 2761-00 |
| 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. SECBAD
INWARD
No. 1482
Date 3/5/23
Sign.

Form for closure of purchase order

| Data required from site/engineers: | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | 88628 | PO date: | 27/05/2022 | Req. no.: | 196083 | 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: Revised split level (M

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. Naidu | [signature] | 09/02/2023 |

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

Requisition Form

| Company Name: | GV Discovery center | | Date: | 24.05.2022 |
|---|---|---|---|---|
| Site & Phase : | Genopolis | | Time: | 10:41 Hrs |
| Supplier name | | | Req. No. | 196083 |
| Material required before date: | | Urgent | ID No. | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Sprit level | 1Mt | 03 | Nos | 1429 | 9/6/22 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

| | | | |
|---|---|---|---|
| Remarks: For site use purpose. | | | |
| Prepared By: | Vineetha reddy | Approved by | S.V Subba reddy |
| Sign.& Date | 24.05.2022 | Sign. & Date 24/5/2022 | 24.05.2022 |

Note: On receipt of material at site write inward number and date in last 2 columns.

88628

# Purchase Order

 28-05-2022 13:55:07 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** | | | |
|---|---|---|---|
| Global Safety Solutions | **Doc No** | 88628 | 196083 |
| 5-5-48, Ranigunj, secunderbad | **Doc Date** | 27-05-2022 | |
| | **Quote No** | Nil | |
| **GSTIN** 36AAOFG9573A1Z5 | **Quote Date** | 20-04-2022 | |
| 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 | 9579 - Tools - Spirit Level - 1 Ft - Nos<br>*1000mm* 1M | 3.00 | 780.00 | 0.00 | 18.00 | 2,761.20 |
| | | | | | **Total Order Value . . .** | **2,761.20** |

Rupees : Two Thousand Seven Hundred Sixty One and Paise Twenty Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of ___ brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above prices. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | 119, 191 Synergy Square 1<br>-<br>Phone. - |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the rights to reject the items if not as specified ,damage is in suppliers account,above order for site use 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 besent by email. |

28/5/2022

For ***G V Discovery Center Pvt Ltd***

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Global Safety Solutions***

Date : __/__/____

Name : ____________

# Tax Invoice

(DUPLICATE FOR TRANSPORTER)

| | | |
|---|---|---|
| **GLOBAL SAFETY SOLUTIONS**<br>#5-5-48,Ranigunj,<br>Secunderabad-500003<br>GSTIN/UIN: 36AAOFG9573A1Z5<br>State Name : Telangana, Code : 36<br>Contact : 9581228898/9502555088<br>E-Mail : gss.infoteam@gmail.com | Invoice No.<br>**1986** | Dated<br>**6-Jun-22** |
| | Delivery Note | Mode/Terms of Payment |
| | Reference No. & Date.<br>**1986 dt. 6-Jun-22** | Other References |
| Buyer (Bill to)<br>**G.V. Discovery Center Pvt Ltd**<br>5-4-187/3&4, IIrd Floor, Soham Mansion<br>MG Road, Secunderabad-500003, TS<br>GSTIN/UIN : 36AAHCG4940K1ZC<br>State Name : Telangana, Code : 36 | Buyer's Order No.<br>**88628-196083** | Dated<br>**6-Jun-22** |
| | Dispatch Doc No. | Delivery Note Date |
| | Dispatched through | Destination |
| | Terms of Delivery | |

| Sl No. | Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|---|
| 1 | **Spirit Level**<br>*Freemns 1 Meter (1000mm)* | 9026 | 18 % | **3.00 Nos** | 780.00 | Nos | | 2,340.00 |
| | ***CGST@9%*** | | | | 9 | % | | 210.60 |
| | ***SGST@9%*** | | | | 9 | % | | 210.60 |
| | *Less* ***Round Off*** | | | | | | | (-)0.20 |
| | Total | | | **3.00 Nos** | | | | **₹ 2,761.00** |

INWARD
Inward No: 429 Dt: 9/6/22
SKH No: 08292 Dt: 10/6/22
Received By: Sign: Nizam
Genome Valley Discovery Center Pvt. Ltd.

E. & O.E

Amount Chargeable (in words)

**INR Two Thousand Seven Hundred Sixty One Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 9026 | 2,340.00 | 9% | 210.60 | 9% | 210.60 | 421.20 |
| **Total** | **2,340.00** | | **210.60** | | **210.60** | **421.20** |

Tax Amount (in words) : **INR Four Hundred Twenty One and Twenty paise Only**

Company's PAN : **AAOFG9573A**

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

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

Customer's Seal and Signature

for GLOBAL SAFETY SOLUTIONS

Authorised Signatory

This is a Computer Generated Invoice

## Tax Invoice

| | |
|---|---|
| **AL SAFETY SOLUTIONS**<br>...anguni<br>...derabad 500003<br>GSTIN/UIN 36AAOFG9573A1Z5<br>State Name Telangana Code 36<br>Contact 8581228898/9502555088<br>E-Mail gss infoteam@gmail.com | Invoice No. **1986** / Dated **6-Jun-22**<br>Delivery Note / Mode/Terms of Payment<br>Reference No. & Date **1986 dt 6-Jun-22** / Other References<br>Buyer's Order No. **88628-196083** / Dated **6-Jun-22**<br>Dispatch Doc No. / Delivery Note Date<br>Dispatched through / Destination<br>Terms of Delivery |
| Consignee / Buyer<br>**G V Discovery Center Pvt Ltd**<br>...3&4 IIrd Floor Soham Mansion<br>MG Road Secunderabad 500003 TS<br>GSTIN/UIN 36AAHCG4940K1ZC<br>State Name Telangana Code 36 | |

| Description of Goods | HSN/SAC | GST Rate | Quantity | Rate | per | Disc. % | Amount |
|---|---|---|---|---|---|---|---|
| **Spirit Level**<br>*...1 Meter (1000mm)* | 9026 | 18 % | **3.00 Nos** | 780.00 | Nos | | 2,340.00 |
| *CGST@9%* | | | | 9 % | | | 210.60 |
| *SGST@9%* | | | | 9 % | | | 210.60 |
| *Round Off* | | | | | | | (-)0.20 |
| Total | | | **3.00 Nos** | | | | ₹ 2,761.00 |

INWARD
Inward No: 129 Dt: 9/6/22
... No: 08292 Dt: 10/6/22
Received By: Sign: Nizam
...Valley Discovery Center Pvt. Ltd.

Amount Chargeable (in words)
**INR Two Thousand Seven Hundred Sixty One Only**

| HSN/SAC | Taxable Value | Central Tax Rate | Central Tax Amount | State Tax Rate | State Tax Amount | Total Tax Amount |
|---|---|---|---|---|---|---|
| 9026 | 2,340.00 | 9% | 210.60 | 9% | 210.60 | 421.20 |
| Total | 2,340.00 | | 210.60 | | 210.60 | 421.20 |

Tax Amount (in words): **INR Four Hundred Twenty One and Twenty paise Only**

Company's PAN: **AAOFG9573A**

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

Company's Bank Details
Bank Name: **AXIS BANK**
A/c No.: **919020070179320**
Branch & IFS Code: **MG Road, Secunderabad & UTIB0000008**

for GLOBAL SAFETY SOLUTIONS

Customer's Seal and Signature

Authorised Signatory

This is a Computer Generated Invoice

# Purchase Order

 28-05-2022 13:02:57

Orig 88628
20.05.22 3:37:21

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**

Global Safety Solutions
5-5-48, Ranigunj, secunderbad

**GSTIN** 36AAOFG9573A1Z5

9502555088/9581228898

| | | |
|---|---|---|
| **Doc No** | 88628 | 196083 |
| **Doc Date** | 27-05-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 20-04-2022 | |
| **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 | 9579 - Tools - Spirit Level - 1 Ft - Nos<br>*1000mm* | 3.00 | 780.00 | 0.00 | 18.00 | 2,761.20 |
| | | | | **Total Order Value . . .** | | **2,761.20** |

Rupees : Two Thousand Seven Hundred Sixty One and Paise Twenty Only.

Terms and Conditions :-

B.No 1986 6/6
I.N 1429 9/6

| | |
|---|---|
| **Specification /** | All items shall be of ___ brand/company |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above prices. |
| **Delivery Date** | Next Day. |
| **Delivery Location** | 119, 191 Synergy Square 1<br>-<br>Phone. - |
| **Penality For Delay** | Nil |
| **Transportation** | Nil |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the rights to reject the items if not as specified ,damage is in suppliers account,above order for site use 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 besent by email. |

For ***G V Discovery Center Pvt Ltd***

Authorised Signatory

30/05/2022

Name : ______________________

Accepted the above Terms And Conditions

For ***Global Safety Solutions***

Name : ______________________

Date : __/__/____

# Requisition Form

| | | | | | |
|---|---|---|---|---|---|
| Company Name: | GV Discovery center | | Date: | 24.05.2022 | |
| Site & Phase : | Genopolis | | Time: | 10:41 Hrs | |
| Supplier name | | | Req. No. | 196083 | |
| Material required before date: | | Urgent | ID No. | 76702 | |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Sprit level | 1Mt | 03 | Nos | | |
| 2 | 88628 | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |

Remarks: For site use purpose.

| | | | |
|---|---|---|---|
| Prepared By: | Vineetha reddy | Approved by | S.V Subba reddy |
| Sign.& Date | 24.05.2022 24/5/2022 | Sign. & Date | 24.05.2022 |

Note: On receipt of material at site write inward number and date in last 2 columns.

APPROVED
24 MAY 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE