PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/5/23	Prepared by	V. RAVI	Serial no.	17503
Supplier name	SSLLP - G.V.D.C			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	28.02.23	PO/WO No.	97619.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	DB - 29001	01.3.23	4484.00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	4484.00
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:	4484.00
Amount E – PO / WO value:	4484.00
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	06/5/23
Remarks:	Final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		04/5/23			
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.
INWARD
No. 1536
Date 4/5/23
Sign.
SEC'BAD

Form for closure of purchase order

						Advice Scan ID	
PO no.:	97619	PO date:	08/2/23	Req. no.:	810598	POD available	☑Y/□ N
Barcoded PO available	□ Y/☑N	Invoice original available	☑Y/□N /□Copy available				

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:	close PO	

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: Shivani	Sign:	Date: 08/4/23

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: Bill not received against this PO.

Prepared by: J. Haripriya	Sign: J. Haripriya	Date: 03/05/23

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.	DB - 29001	01.03.23	4484-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 03/5/23

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
- 4 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

023 11:58:33 | Original / Office Copy / Purchase Div.Copy

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

pplier Details

Summit Sales LLP-GVDC
5-4-187/3&4, II nd Floor, MG Road, Secunderabad.

GSTIN 36ACQFS2044C1Z7
040-66335551 040-66335551

Doc No	97619	212598
Doc Date	28-02-2023	
Quote No	NIL	
Quote Date	25-02-2023	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	406600 - HARD-Hardware - Wedge Anchor bolt-- - 12mm - Nos	200.00	19.00	0.00	18.00	4,484.00
					Total Order Value . . .	**4,484.00**

Rupees : Four Thousand Four Hundred Eighty Four Only.

Terms and Conditions :-

Specification /	All items shall be of Jindal/ Apollo brand/company
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	NIL
Other Terms	we reserve the right to reject items not conforming quality and specifications Above order for fire hydrant duct work purpsoe.
Completion Date	NA
Measurment	Nil
Security	Nil
Remarks	Material Collect from SSLLP-GVDC Stores

Accepted the above Terms And Conditions

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

...tomer / Transporter - Copy

...omer Details

...V Research center Pvt Ltd

Sy No. 542, Genome vallaey, Thurkapally, Hyderabad

GSTIN : 36AAHCG4562D1ZP

DC No.	24793
DC Date.	01-03-2023
PO No.	97619
PO Date.	28-02-2023
Req ID	84713
Req Date	25-02-2023
Loc Req No	212598

	Description of Goods	HSN/SAC	Qty
1	406600 - HARD-Hardware - Wedge Anchor bolt-- - 12mm - Nos	73181900	200
2			
3			
4			
5			
6			
7			
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9			
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MRN closed

...bject to Hyderabad Jurisdiction

INWARD	
Inward No: 11384	Dt: 3/3/23
MRN No:	Dt: 3/3/23
Received By:	Sign:
Genome Valley Research Center Pvt. Ltd.	

for Summit Sales LLP

Authorised signatory

SUMMIT SALES LLP

TAX INVOICE

Summit Sales LLP ORINGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy **PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details		
GV Research center Pvt Ltd	Invoice No.	DB - 29001
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	Invoice Date.	01-03-2023
	PO No.	97619
	PO Date.	28-02-2023
	Req ID	84713
	Req Date	25-02-2023
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Loc Req No	212598

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	406600 - HARD-Hardware - Wedge Anchor bolt-- -	73181900	200	19.00	3,800.00	18	684.00
2							
3							
4							
5							
6							
7							
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9							
10							
11							
12							
13							
14							
15							

SUMMIT SALES LLP R.R. DIST. IN WARD No: 1056 Date: 8/3/23 Sign:

IGST	CGST	SGST	Total Taxable Amount	3,800.00		684.00
	342.00	342.00	Total Invoice Amount		4,484.00	

Rupees : Four Thousand Four Hundred Eighty Four Only.

for Summit Sales LLP

SUMMIT SALES LLP-GVDC

Authorised signatory

Subject to Hyderabad Jurisdiction