PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	04/05/23	Prepared by	V. RAVI	Serial no.	17502
Supplier name	SSLP - GVDC			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	09.2.23	PO/WO No.	97014.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	28777.	13/02/23.	₹4,533.52	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	₹4,533.52
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 118416 — 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:	₹4,533.52
Amount E – PO / WO value:	₹4,533.52
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 P.O

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. SEC'BAD
INWARD
No. 1537
Date 4/5/23
Sign.

Form for closure of purchase order

PO no.:	27014	PO date:	09/2/23	Req. no.:	218534	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	118416	
□ 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: 28/4/23

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: Bills 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.	28777	13/02/23	74,533.52	118416
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

2023 11:59:16

Original / Office Copy / Purchase Div.Copy

V Reserch Centers Pvt Ltd
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

r Details

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

GSTIN 36ACQFS2044C1Z7
040-66335551

040-66335551

Doc No	97014	212534
Doc Date	09-02-2023	
Quote No	NIL	
Quote Date	09-02-2023	
SupplyType	Supply	

Kind Attn : Meghana

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	710700 - STEL-Steel - MS Gazette plate-- - 250X200X12mm - Kgs *Unit weight = 4.8kgs. Quantity = 40nos.*	192.00	98.00	0.00	18.00	22,202.88
2	580500 - STEL-Steel - MS Gazette plate-- - 175X125X10mm - Kgs *Unit weight = 1.75kgs. Quantity = 40nos.*	70.00	98.00	0.00	18.00	8,094.80
3	174700 - STEL-Steel - MS Box pipe-- - 50X50X3.6Tmm - Kgs *Weight/6m length=33kgs. Quantity = 16nos.*	528.00	71.00	0.00	18.00	44,235.84
					Total Order Value . . .	**74,533.52**

Rupees : Seventy Four Thousand Five Hundred Thirty Three and Paise Fifty Two Only.

Terms and Conditions :-

Specification / All items shall be of ___ brand/company

Payment Terms Within 7 days of delivery.

Tax Inclusive of all taxes

Delivery Date Same Day

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

Penality For Delay Nil

Transportation Included in the above price.

Warranty Nil

Advance Paid Rs: 74,534 by Cheque/RTGS. Cheque no:________,dated________.

Other Terms We reserve the right to reject items not conforming to quality and specifications.

Completion Date NA

Measurment NA

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 Invoice must be sent to Head 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-GVDC***

DELIVERY CHALLAN

Summit Sales LLP

TRANSIT COPY

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

Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

...ansporter - Copy

...ails		
...arch center Pvt Ltd	DC No.	24582
...o. 542, Genome vallaey, Thurkapally, Hyderabad	DC Date.	13-02-2023
	PO No.	97014
	PO Date.	09-02-2023
	Req ID	84177
GSTIN : 36AAHCG4562D1ZP	Req Date	09-02-2023
	Loc Req No	212534

	Description of Goods	HSN/SAC	Qty
1	710700 - STEL-Steel - MS Gazette plate-- - 250X200X12mm - Kgs	7208	192
2	580500 - STEL-Steel - MS Gazette plate-- - 175X125X10mm - Kgs	7208	70
3	174700 - STEL-Steel - MS Box pipe-- - 50X50X3.6Tmm - Kgs	7306	528
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD

Inward No: 1155 Dt: 20/3/23

MRN No: 11841 Dt: 23/3/23

Received By: Sign:

Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP-GVDC *

Authorised signatory

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details		
GV Research center Pvt Ltd	Invoice No.	28777
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	Invoice Date.	13-02-2023
	PO No.	97014
	PO Date.	09-02-2023
	Req ID	84177
GSTIN : 36AAHCG4562D1ZP	Req Date	09-02-2023
	Loc Req No	212534

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	710700 - STEL-Steel - MS Gazette plate-- -	7208	192	98.00	18,816.00	18	3,386.88
	Unit weight = 4.8kgs. Quantity = 40nos.						
2	580500 - STEL-Steel - MS Gazette plate-- -	7208	70	98.00	6,860.00	18	1,234.80
	Unit weight = 1.75kgs. Quantity = 40nos.						
3	174700 - STEL-Steel - MS Box pipe-- -	7306	528	71.00	37,488.00	18	6,747.84
	Weight/6m length=33kgs. Quantity = 16nos.						
4							
5							
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11							
12							
13							
14							
15							

SUMMIT SALES LLP R.R. DIST. IN WARD No: 104 Date: 13/2/23 Sign:

IGST	CGST	SGST			
			Total Taxable Amount	63,164.00	11,369.52
	5,684.76	5,684.76	Total Invoice Amount	74,533.52	

Rupees : Seventy Four Thousand Five Hundred Thirty Three and Paise Fifty Two Only.

for Summit Sales LLP

SUMMIT SALES LLP

Authorised signatory

Subject to Hyderabad Jurisdiction