PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 31/05/23 | Prepared by | V. RAVI | Serial no. | 18598 |
| Supplier name | Leela Steel Railing. | | | HO inward no. | |
| Firm/Company | G.V.R.C | Project | Innopolis. | HO received date | |
| PO/WO date | 23.02.23 | PO/WO No. | 97452. | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 120 | 07/04/23 | 1,19,356/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 1,19,356-00 |
| 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: | 1,19,356-00 |
| Amount E – PO / WO value: | 1,19,357-00 |
| Amount F – Difference (A – E): | 1-00 |
| 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 | 50%. Advance Paid. |
| Remarks: | final bill & close this P.O |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | V. RAVI | | | |
| Sign: | | [signature] | | | |
| Date | | 31/05/23. | | | |
| 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.

PROPERTIES PVT. LTD. INWARD 2753 31/5/23

Form for closure of purchase order

| PO no.: 97458 | PO date: 23/2/2023 | Req. no.: 88535 | 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: work completed 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: 16/05/2023 |
|---|---|---|

Data required from accounts:

| | | |
|---|---|---|
| □ | Checked with E&D for receipt of bills. | |
| ✓□ Bills not received against this PO. | □ Part bill received against this PO. | □ All bills received against this PO. |
| ✓□ Advance paid against this PO | Amount paid: 59,679 | Date of payment: 25/02/23 |

Details of part bill received:

| Sl. No. | Bill no. | Bill date | Bill amount | Cr. given to supplier |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

Remarks by Accountants: Advanced paid & bills not received against this PO

| Prepared by: J. Haripriya | Sign: J. Haripriya | Date: 26/05/23 |
|---|---|---|

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. | 120 | 07.04.23 | 1,19,356/- | |
| 2. | | | | |
| 3. | | | | |

Remarks: Need MD's Approval for enclosed invoice.

| Prepared by: Ravi | Sign: | Date: 21/05/23 |
|---|---|---|

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
3? MAY 2023
SOHAM MODI
MANAGING DIRECTOR

# Estimate/Draft PO

Original / Office Copy / Purchase Div Copy

02-05-2023 17:44:06

...n Company : **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**
Leela Steel Railing & Furniture
Main office: 1-2-3-5/1, India Nagar Colony, Venkateshwara Temple Road, Beside Kattalmandi, Uppal, Hyderabad.

**GSTIN** 36CRBPB0826R1ZO

8125765219/7075802950

| | | |
|---|---|---|
| **Doc No** | 97452 | 212575 |
| **Doc Date** | 23-02-2023 | |
| **Quote No** | Nil | |
| **Quote Date** | 17-02-2023 | |
| **SupplyType** | Supply And Installation | |

**Kind Attn : Mr. Mohan Ram**

Estimate/Draft PO for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 964000 - STEL-Steel - Railing-Stainless steel- - 900Hmm - Rft<br>*1000Hmm* | 289.00 | 350.00 | 0.00 | 18.00 | 119,357.00 |
| | **Total Order Value . . .** | | | | | **119,357.00** |

Rupees : One Lakh(s) Ninteen Thousand Three Hundred Fifty Seven Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | Quality & Specifications of works shall be as per given in the quotation. SS Pipe - Jindal make & Glass - Saint Gobain/Modi Guard.Prices shall remain fixed(Subject to change in GST) for a period of 6months. |
| **Payment Terms** | 50% as advance and balance after delivery of all material and completion of the work. |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Within 3days |
| **Delivery Location** | Innopolis<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>Phone. Nagamani(Engineer) - 7981951035 |
| **Penality For Delay** | Bill must be submitted to H.O. within 30days of completion of work. 10% plty on value of order will be deducted for delay in submission of bill. |
| **Transportation** | Included in the above price. |
| **Warranty** | 5years replacement guarantee on all hardware installed. Hardware material should be branded. |
| **Advance Paid** | Rs. 59,679/- to be pay vide cheque no. , dt. |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Breakage if any in your a/c. Above order for 4545 south east staircase purpose. Fttg charges including in above price. |
| **Completion Date** | Work shall be completed within 4days. Penalty of 5% of order value per week shall be levied for delay. |
| **Measurment** | Payment will be made as per actual measurement of material received at site. |
| **Security** | Supplier shall be responsible for security and storage of material at site. |
| **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 ***Leela Steel Railing & Furniture***

# INSTALLATION REPORT

| | | | |
|---|---|---|---|
| Company/ firm: | GVRC | Requisition nos.: | |
| Project: | Innopolis | PO no.: | 97452 |
| Supplier: | Leela steel Railing and furniture | Material type: | Railing |

Details of installation:

| Sl. No. | Date of installation | Unit no. | Material details | Size | Qty |
|---|---|---|---|---|---|
| 1. | 07/04/23 | | Steel - Railing - stainless | | |
| 2. | | | steel - 900 Hmm - Rft | - | 289. |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| | | | | Total: | 289 |

Remarks: Work completed.

| Approved by | Project manager | Security | Admin (Audit) |
|---|---|---|---|
| | APPROVED BY T. MADHU Project Manager/G.V.R.C. Mayu | R | Nagamani |

Note: 1. Report to be sent on completion of work. 2. For partial completion report must be sent once a month. 3. This report is required for installation of windows, french windows, balcony/ staircase railing, fire doors and such materials where PO for material + labour is issued. Exclude false ceiling, painting, water proofing where 'Advice for giving credit to contractor/supplier form' is being set to E&D. 4. One or more reports can be made per PO. Avoid multiple Pos in one report. 5. Provide report on defaults, poor quality, missing items, etc. 6. Reports to be provided regularly. However, must be provided within one working day of request from purchase.

TAX INVOICE Cell : 8125765219, 7075802950

# M/S. LEELA STEEL RAILING & FURNITURE

**Mfg: All Kinds of Stainless steel, Railings steel Furniture, Kitchen Trolleys 202,304 & All Interior, Decorative Items**

# Main Office : 1-2-3-5/1, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad.

# Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

| | | |
|---|---|---|
| Buyer : M/s : GRV Research center pvt ltd | Invoice No. 120 | Date 07/04/23 |
| | Delivery Note : | Made of Payment |
| | Buyers Order No : 97452 | Date 23/03/23 |
| GST No. : | Despatched Through: | Destination |

| Sl. No. | Description of Goods | HSN Code | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | STEL - steel - Railing - stain - less steel - 900Hmm - Rft | 7306 | 289 | 350 | 1,01,150/- |

SUMMIT SALES LLP R.R. DIST. IN WARD No. 10799 Date 16/4/23 Sign.

| | | |
|---|---|---|
| **GST No. : 36CRBPB0826R1ZO** | Gross Value | 1,01,150/- |
| Rupees in words: One lakh nineteen thousand three hundred and fifty six Rupees only. | Add CGST 9 % | 9,103.5/- |
| | Add SGST 9 % | 9,103.5/- |
| | Add IGST % | |
| | GRAND TOTAL | 1,19,356/- |

**Terms & Conditions**

1. Our risk and responsibilty ceases on delivery of goods and we are not respondible for damages, shortages or theft in transist.

2. 27% Intrest will be charged on bills remaining unpaid after due date

3. Payments within............................days.

For LEELA STEEL RAILING & FURNITURE

[signature]

Proprietor

**TAX INVOICE** Cell : 8125765219, 7075802950

# M/s. LEELA STEEL RAILING & FURNITURE

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# Branch Office : Ramppally Chowrasta, Ghatkesar Road, Hyderabad.

| | | |
|---|---|---|
| **Buyer :** M/s.: G.V. Research center pvt - Ltd | Invoice No. 120 | Date : 07/04/23 |
| | Delivery Note : | Made of Payment : |
| | Buyers Order No. : 97452 | Date : 23/03/23 |
| GST No. : | Despatched Through: | Destination : |

| Sl. No. | Description of Goods | HSN Code | Qty | Rate | Amount Rs. Ps. |
|---|---|---|---|---|---|
| 1 | STEL - steel - Railing - stainless steel - 900Hmm - Rft | 7306 | 289 | 350 | 1,01,150/- |

SUMMIT SALES LLP R.R. DIST. IN WARD No. 107992 Date 10/4/23 Sign:

| | | | |
|---|---|---|---|
| **GST No. : 36CRBPB0826R1ZO** | Gross Value | | 1,01,150/- |
| Rupees in words: One lakh nineteen thousand three hundred and fifty six Rupees only. | Add CGST 9 | % | 9,103.51/- |
| | Add SGST 9 | % | 9,103.51/- |
| | Add IGST | % | |
| | GRAND TOTAL | | 1,19,356/- |

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**For LEELA STEEL RAILING & FURNITURE**

Proprietor