PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/5/23	Prepared by	V. RAVI	Serial no.	18678
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.	97454.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	119	07.04.23	2,16,824-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,16,824-00
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:	2,16,824-00
Amount E – PO / WO value:	2,16,825-00
Amount F – Difference (A – E):	01-00
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:		V.			
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.

INWARD
No. 2751
Date 31/5/23

Form for closure of purchase order

PO no: 27454	PO date: 23/2/2023		Req no: 212594		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: 1,08,413	Date of payment: 25/02/23

Details of part bill received: Advance paid & Bills not received against this PO

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

Remarks by Accountants: Advance 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.	119	07.04.23	2,16,824-00	
2.				
3.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 26.05.23.

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
31 MAY 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 09-03-23 ver5.docx

 02-05-2023 17:45:28

Estimate/Draft PO

Original / Office Copy / Purchase Div.Copy

From 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	97454	212574
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 *1000Hmm*	525.00	350.00	0.00	18.00	216,825.00
					Total Order Value . . .	**216,825.00**

Rupees : Two Lakh(s) Sixteen Thousand Eight Hundred Twenty Five 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 Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana 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. 1,08,413/- by RTGS/NEFT
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 north,south east & west 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***

Name : ____________________

Name : ____________________

Date : __/__/____

INSTALLATION REPORT

Company/ firm:	GVPC	Requisition nos.:	
Project:	Innopolis.	PO no.:	97454
Supplier:	Leela steel Railing	Material type:	Steel. Railing and furniture

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	07/04/23		STEL- Steel- Railing- stainless steel- 900MM - Rft.	~~525~~	525
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
				Total:	525

Remarks: Work completed.

Approved by	Project manager	Security	Admin (Audit)
	Hayey	Rf	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 1-2-3-51, Indiranagar Colony, Venkateshwara Temple Road, Beside Kattalamandi, Uppal, Hyderabad

Branch Office Ramppally Chowrasta, Ghatkesar Road, Hyderabad

Buyer: M/s CV Research center pvt Ltd	Invoice No 111 / Date 07/04/23
	Delivery Note / Mode of Payment
	Buyers Order No 77451 / Date 23/02/23
GST No. 36AAHCC6312C2ZP	Despatched Through / Destination

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	SS steel railing stain less steel - 9.5mm Rfl	7306	525	350	1,83,750

SUMMIT ... LLP INWARD No 167993 Date 16/4/23 Sign. R.R. DIST.

GST No. : 36CRBPB0826R1ZO

Rupees in words: Two lakh sixteen thousand eight hundred and twenty four only

Gross Value			
Add CGST	9	%	16,537.5
Add SGST	9	%	16,537.5
Add IGST		%	
GRAND TOTAL			2,16,824

Terms & Conditions

1. Our risk and responsibility ceases on delivery of goods and we are not responsible 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

Proprietor

<u>TAX INVOICE</u> 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.: GV Research center pvt Ltd	Invoice No. 119	Date : 07/04/23
	Delivery Note :	Made of Payment :
	Buyers Order No. : 97454	Date : 23/02/23.
GST No. : 36AAHCG7U562D1ZP	Despatched Through:	Destination :

Sl. No.	Description of Goods	HSN Code	Qty	Rate	Amount Rs. Ps.
1	STEL - steel - Railing - stainless steel - 900mm Rft	7306	525	350	1,83,750

SUMMIT ... LLP R.R. DIST. IN WARD No. 167993 Date: 10/4/23 Sign:

GST No. : 36CRBPB0826R1ZO

Rupees in words: Two lakh sixteen thousand eight hundred and twenty four only.

Gross Value			
Add CGST	9	%	16,537-5
Add SGST	9	%	16,537-5
Add IGST		%	
GRAND TOTAL			2,16,824

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

Proprietor