PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	12.06.23	Prepared by	V. RAVI	Serial no.	18667
Supplier name	Navkar Electrical Enterprises.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	02.03.23	PO/WO No.	97726.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	NEE/4599/22-23	10.03.23	1770-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1770-00

Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report

MRN nos.:	118148	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:	1770-00
Amount E – PO / WO value:	1770-00
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	16/6/23.
Remarks:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		12/06/23			
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. 3328
Date 12/6/23
Sign.

APPROVED BY
12 JUN 2023
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order

PO no.:	97726	PO date:	02/03/23	Req. no.:	212618	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: 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: 18/04/2023

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:	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: 21/04/23

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.				
2.				
3.				

Remarks: Invoice to be got from vendor.

Prepared by: Ravi	Sign:	Date: 24/4/23.

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
25 APR 2023
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

12-04-2023 15:41:13

Original / Office Copy / Purchase Div.Copy

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

Navkar Electrical Enterprises
1141/B,Opp Arya Samaj Mandir ,Gujrati School Lane ,RP Road
Secunderabad-500003,Telangana

GSTIN 36BPCPB1957F1Z7

9652726688

Doc No	97726	212618
Doc Date	02-03-2023	
Quote No	Nil	
Quote Date	01-03-2023	
SupplyType	Supply	

Kind Attn : Mudit Bhansali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	866000 - ELEC-Electrical - GI Base Saddle-- - 25mm - Box *72 pieces per box*	5.00	300.00	0.00	18.00	1,770.00
					Total Order Value . . .	**1,770.00**

Rupees : One Thousand Seven Hundred Seventy Only.

Terms and Conditions :-

Specification / All items shall be of brand/company

Payment Terms After Delivery & Production of bill

Tax GST included in the above prices

Delivery Date With in 2 days

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 to quality and specifications, above order is for fire alram work purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks Delivery at GVRC ,Contact person Mr.Zainul -8008051404

For *G V Reserch Centers Pvt Ltd*

Accepted the above Terms And Conditions

957F1Z7 DELIVERY CHALLAN

Invoice

AVKAR ELECTRICAL ENTERPRISES

Distributor / Dealer for Major Electrical Manufacturers

5-2-340, Street No. 6, Lane No. 2, Hyderbasti, R.P. Road, Secunderabad-3. Telangana.

Ph : 9848354496, Centrex : 66386661 / 6662

Email : navkarelectricals2014@gmail.com

No. 104 Date 03/03/2023

M/s G.V. Research Centres Pvt Ltd

GST No. 36AAHCG4562D1ZP P.O. No. 97726/212618 Date 02/03/2023

S.No.	PARTICULARS	Quantity	Rate	Per
1	G.I. Base Saddle, 25mm	5 Box		

INWARD
Inward No: 11408 Dt: 4/3/23
MRN No: 118118 Dt: 6/3/23
Received By: Sign:
Genome ... Pvt. Ltd.

Please receive the goods in good condition.

For NAVKAR ELECTRICAL ENTERPRISES

Receiver's Signature

11408

of Payment

rences

to Date

Amount

6,713.20

604.19
604.19
0.42

Amount Chargeable (in words)

INR Seven Thousand Nine Hundred Twenty Two Only

Total 200.0000 Meters ₹ 7,922.00

E. & O.E

Company's Bank Details
Bank Name : HDFC
A/c No. : 27058020000011
Branch & IFS Code: SECUNDERABAD & HDFC0000042

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. *Goods once sold will not be taken back or exchanged.

for PREMIER ENGINEERING CORPORATION

Authorised Signatory

This is a Computer Generated Invoice

11404

GSTIN : 36BPCPB1957F1Z7 DELIVERY CHALLAN

NAVKAR ELECTRICAL ENTERPRISES

NEE

Distributor / Dealer for Major Electrical Manufacturers

5-2-340, Street No. 6, Lane No. 2, Hyderbasti, R.P. Road, Secunderabad-3. Telangana.

Ph : 9848354496, Centrex : 66386661 / 6662

Email : navkarelectricals2014@gmail.com

S.No. 104 Date 03/03/2023

M/s G.V. Research Centres Pvt Ltd

GST No. 36AAHCG4562D1Z8 P.O. No. 97726/212618 Date 02/03/2023

S.No.	PARTICULARS	Quantity	Rate	Per
1	G.I. Base Saddle, 25mm	5 Box		

INWARD
Inward No: 11408 Dt: 4/3/23
MRN No: 118148 Dt: 6/3/23
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP R.R. DIST.
INWARD
No. 87565
Date 20/7/23
Sign:

Please receive the goods in good condition.

For NAVKAR ELECTRICAL ENTERPRISES

11408

Receiver's Signature

Purchase Order

 02-03-2023 11:32:41

97726
16.02.23 5:15:19

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

Supplier Details			
Navkar Electrical Enterprises	**Doc No**	97726	212618
1141/B,Opp Arya Samaj Mandir ,Gujrati School Lane ,RP Road Secunderabad-500003,Telangana	**Doc Date**	02-03-2023	
	Quote No	Nil	
GSTIN 36BPCPB1957F1Z7	**Quote Date**	01-03-2023	
9652726688	**SupplyType**	Supply	

Kind Attn : Mudit Bhansali

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	866000 - ELEC-Electrical - GI Base Saddle-- - 25mm - Box *72 pieces per box*	5.00	300.00	0.00	18.00	1,770.00
					Total Order Value . . .	**1,770.00**

Rupees : One Thousand Seven Hundred Seventy Only.

Terms and Conditions :-

Specification /	All items shall be of brand/company
Payment Terms	After Delivery & Production of bill
Tax	GST included in the above prices
Delivery Date	With in 2 days
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 to quality and specifications, above order is for fire alram work purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Delivery at GVRC ,Contact person Mr.Zainul -8008051404

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 03/03/2023

Accepted the above Terms And Conditions

For *Navkar Electrical Enterprises*

Name : ____________

Date : __/__/____

Requisition Form							
Company Name:	GVRC	Date:	01-03-2023				
Site & Phase :	INNOPOLISE	Time:	10:11				
Unit No./Block No.							
Supplier:	GVDC-SSLLP	Req. No.	212618				
Material required before date:	URGENT	ID No.	84771				
S No	Item	Qty required	Qty available at site	Order Qty	Inward No	Inward Date	
1	ELEC6859-Electrical-Metal Box---2Way-Nos	150		150			
2	HARD7650-Hardware-Wood screws -CSK--8x35mm-Pkts	6		6			
3	ELEC8660-Electrical-GI Base Saddle---25mm-Box	5		5			
4	ELEC 4412-Electrical-Flexible Copper cable ---1.5Sqmm-2core-~~kgs~~ mts	~~3~~ 300		3			
5							
6							
7							
8							
9							
10							
Remarks:	Towards fire alram work purpose						
	Engineer	Project Manager		Purchase		MD	
Prepared By:	Mohd Zainul						
Approved By:	Madhu						
Sign & Date:	01-03-2023						

POS 97726 97689

APPROVED
03 MAR 2023
MINISH PARIKH
MANAGER PROCUREMENT

Tax Invoice

(ORIGINAL FOR RECIPIENT)

Navkar Electrical Enterprises Shop No.1141/B, 5-3-373 to 374 Opp Arya Samaj Mandir Gujarathi School Lane, R.P. Road Secunderabad-500003 GSTIN/UIN: 36BPCPB1957F1Z7 State Name : Telangana, Code : 36 E-Mail : navkarelectricals2014@gmail.com	Invoice No. **NEE/4599/22-23**	Dated **10-Mar-23**
	Delivery Note	Mode/Terms of Payment **By Rtgs**
	Reference No. & Date.	Other References
Buyer (Bill to) **G V Reserch Centers Pvt Ltd** 5-4-187/3&4, II Nd Floor, Soham Mansion, MG Road, Sec-Bad. GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **97726/212618**	Dated **2-Mar-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **By Person**	Destination **Shop**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**25mm Pipe Fitting B/S**	73071110	**360.00 No's**	4.17	No's		**1,500.00**
	Output CGST @ 9%			*9*	%		**135.00**
	Output SGST @ 9%			*9*	%		**135.00**
	Total		**360.00 No's**				**₹ 1,770.00**

MODI PROPERTIES PVT. LTD. SEC'BAD INWARD No. 3232 Date 15/3/23 Sign.

"TRUE COPY"

Amount Chargeable (in words) *E. & O.E*

INR One Thousand Seven Hundred Seventy Only

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
73071110	1,500.00	9%	135.00	9%	135.00	270.00
Total	**1,500.00**		**135.00**		**135.00**	**270.00**

Tax Amount (in words) : **INR Two Hundred Seventy Only**

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200048602212**
Branch & IFS Code : **Paradise & HDFC0000042**

NAVKAR ELECTRICAL ENTERPRISES Ph: 66386661 66386662 SECUNDERABAD

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

for Navkar Electrical Enterprises

Authorised Signatory

This is a Computer Generated Invoice

Tax Invoice *(TRIPLICATE FOR SUPPLIER)*

Navkar Electrical Enterprises Shop No.1141/B, 5-3-373 to 374 Opp Arya Samaj Mandir Gujarathi School Lane, R.P. Road Secunderabad-500003 GSTIN/UIN: 36BPCPB1957F1Z7 State Name : Telangana, Code : 36 E-Mail : navkarelectricals2014@gmail.com	Invoice No. **NEE/4599/22-23**	Dated **10-Mar-23**
	Delivery Note	Mode/Terms of Payment **By Rtgs**
	Reference No. & Date.	Other References
Buyer (Bill to) **G V Reserch Centers Pvt Ltd** 5-4-187/3&4, II Nd Floor, Soham Mansion, MG Road, Sec-Bad. GSTIN/UIN : 36AAHCG4562D1ZP State Name : Telangana, Code : 36	Buyer's Order No. **97726/212618**	Dated **2-Mar-23**
	Dispatch Doc No.	Delivery Note Date
	Dispatched through **By Person**	Destination **Shop**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	**25mm Pipe Fitting B/S**	73071110	**360.00 No's**	4.17	No's		**1,500.00**
	Output CGST @ 9%			*9*	%		**135.00**
	Output SGST @ 9%			*9*	%		**135.00**
	Total		**360.00 No's**				**₹ 1,770.00**

Amount Chargeable (in words) *E. & O.E*

INR One Thousand Seven Hundred Seventy Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
73071110	1,500.00	9%	135.00	9%	135.00	270.00
Total	**1,500.00**		**135.00**		**135.00**	**270.00**

Tax Amount (in words) : **INR Two Hundred Seventy Only**

Bills recd
14/3/23

MODI PROPERTIES PVT. LTD. SEC'BAD

Company's Bank Details
Bank Name : **HDFC BANK**
A/c No. : **50200048602212**
Branch & IFS Code : **Paradise & HDFC0000042**

NAVKAR ELECTRICAL ENTERPRISES Ph: 66386661 66386662 SECUNDERABAD

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

for Navkar Electrical Enterprises

Authorised Signatory

This is a Computer Generated Invoice

GSTIN : 36BPCPB1957F1Z7 DELIVERY CHALLAN

NAVKAR ELECTRICAL ENTERPRISES

Distributor / Dealer for Major Electrical Manufacturers

5-2-340, Street No. 6, Lane No. 2, Hyderbasti, R.P. Road, Secunderabad-3. Telangana.

Ph : 9848354496, Centrex : 66386661 / 6662

Email : navkarelectricals2014@gmail.com

NEE

S.No. 104 Date 03/03/2021

M/s G.V. Research Centres Pvt Ltd

GST No. 36AAHCH4562D1ZP P.O. No. 97726/212618 Date 02/03/2021

S.No.	PARTICULARS	Quantity	Rate	Per
1	G.T. Base Saddle 25mm	5 Box		

Please receive the goods in good condition.

For NAVKAR ELECTRICAL ENTERPRISES

Receiver's Signature