PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	17/07/23	Prepared by	V. RAVI	Serial no.	19882
Supplier name	Sri Sai Engineering Works.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	08.10.22	PO/WO No.	92672	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	04	08.10.22	15,34,000.00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	15,34,000-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	118525	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:	15,34,000-00
Amount E – PO / WO value:	15,34,000-00
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	20/07/23.
Remarks:	find bill & close the PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		17/7/23.			
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. 451 Date 17/7/23 Sign.

MRP

Form for closure of purchase order

PO no.: 92678	PO date: 8/10/2022		Req. no.: 866326		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	118525.

☐ 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: 28/6/23

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: 10,00,000/- | Date of payment: 15/10/22, 10/2/23, 8/4/23

Details of part bill received: (1,00,000, 4,00,000 and 5,00,000)

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

Remarks by Accountants: Bills not received and advance paid against PO.

Prepared by: J.Haripriya | Sign: J.Haripriya | Date: 28/06/23

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.	04	08.10.22	15,34,000-00	118525
2.				
3.				

Remarks: Need MD's Approval for enclosed invoice.

Prepared by: Ravi | Sign: | Date: 28/06/23

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
SOHAM MODI
MANAGING DIRECTOR
15 JUL 2023

Work Order

 28-06-2023 16:08:17 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			
SRI SAI ENGINEERING WORKS	**Doc No**	92672	206326
12-14-129, Janata Nagar, Pragati Nagar, Moosapet Hyderabad 500018 Telangana	**Doc Date**	08-10-2022	
	Quote No	NIL	
GSTIN 36ENBPB9273AIZA	**Quote Date**	07-10-2022	
9347311077	**SupplyType**	Supply And Installation	

Kind Attn : Mr. Umapati

Work Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	746400 - MISC-Miscellaneous - MS Fabrication work-Misc- - - - Kgs *Fabrication of HVAC Chiller Pipe line , Installation of pumps, Piping insulation & Cladding and testing & Commisioning*	1.00	1,300,000.	0.00	18.00	1,534,000.00
					Total Order Value . . .	**1,534,000.00**

Rupees : Fifteen Lakh(s) Thirty Four Thousand Only.

Terms and Conditions :-

Specification /	Fabrication & Errection of MS Chiller pipe line , Installation of Pumps, Piping insulation and Cladding works as per your Quotation dt: 07/10/2022
Payment Terms	Adv. Rs. 1,00,000/- along with the Work Order balance against the running bills against the progress of the work. As certified by the Site incharge
Tax	Included
Delivery Date	NIL
Delivery Location	Innopolis
	Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
	Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Penality Rs. 25K/week for delay after 15-1-23 in completion of total work & testing. Bonus of Rs. 10K /day for early completion before the del. dt.
Transportation	NIL
Warranty	NIL

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SRI SAI ENGINEERING WORKS***

Name : ____________

Name : ____________

Date : __/__/____

Contact - -

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

Work Order

 28-06-2023 16:08:17 Original / Office Copy / Purchase Div.Copy

Advance Paid	Original Invoice must be sent to HO office or purcahse at site office along with Proof of delivery/DC/ Installation certificate.
Other Terms	We Reserve the right to reject the quality not confirming to the standards of the work. Rs 1,00,000 Bonus shall be paid for on time completion of work
Completion Date	31-12-2022
Measurment	NIL
Security	NIL
Remarks	All other terms and conditions are as per the letter of confirmation ref no: GVRC/ WO 92672 dated 08.10.2022 enclosed with work order along with Annxure A,B,C,D and E.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Accepted the above Terms And Conditions

For ***SRI SAI ENGINEERING WORKS***

Name : ______________________

Name : ______________________

Date : __/__/____

Contact - -

INSTALLATION REPORT

Company/ firm:	GVRC	Requisition nos.:	206326
Project:	Innopolis.	PO no.:	92672
Supplier:	Sri Sai Engineering Works	Material type:	HVAC chiller pipeline

Details of installation:

Sl. No.	Date of installation	Unit no.	Material details	Size	Qty
1.	05/10/22		Fabrication of HVAC chiller pipe line, installation of pumps, piping insulation & cladding and testing and commisioning.	-	01
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.				Total:	01

Remarks:

	Project manager	Security	Admin (Audit)
Approved by	Mayur	Nagraj	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.

GSTIN: 36ENBPB9273A1ZA
PAN No: ENBPB9273A

Mobile: 85200 45134

SRI SAI ENGINEERING WORKS

SPECIALIST : PIPING STRUCTURAL, EQUIPMENT ERECTIONS

12-14-129, Janatha Nagar, Moosapet, Hyderabad - 500 018

Ref :

Date :

TAX INVOICE

Req.No: 206326

PO NO: 92678. 92679.

To
M/S. G V Reserch centers Pvt. Ltd.
5-4-187/3&4 2RD FLOOR,
Soham Manison, MG Roud, Secunderabad,
Hyderabad, Telangana, 500003
GSTIN / PAN: 36AAHCG4562D1ZP

Invoice No: 4
Invoice Date: 08/10/2022
WO No: 92672
WO Date: 08/10/2022

Project Name: INNOPOLIS

Sl. No.	HSN/SAC Code	Description of Work	Uom	Qty	Rate	Total Value
1		**Fabrications of HVAC Chiller pipe line, installation of pumps, piping insulation & cladding and testing & commisioning**	Lot	1	13,00,000.00	**13,00,000.00**
		CGST-9%				**1,17,000.00**
		SGST-9%				**1,17,000.00**
		Total Amount				**15,34,000.00**

Amount in words : Fifteen lakhs thirty four thousand rupees only

Bank Account No: 50200066401882
Bank Name/Branch: **HDFC / MADHAPUR**
IFSC Code: HDFC0000545
GST IN / PAN : **36ENBPB9273A1ZA / ENBPB9273A**

12299 14/6/23
118585 14/6/23
D. Rajkumar D. Rajkumar

For Sri Sai Engineering Works
Umapathi
Proprietor

89789
20/6/23

GSTIN: 36ENBPB9273A1ZA
PAN No: ENBPB9273A
Mobile: 85200 45134

SRI SAI ENGINEERING WORKS

SPECIALIST : PIPING STRUCTURAL, EQUIPMENT ERECTIONS

12-14-129, Janatha Nagar, Moosapet, Hyderabad - 500 018

Ref : *Date :*

TAX INVOICE

Req.No: 206326
PO NO: 92678. 92679.

To
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		Total Amount				15,34,000.00

Amount in words : Fifteen lakhs thirty four thousand rupees only

Bank Account No: 50200066401882
Bank Name/Branch: **HDFC / MADHAPUR**
IFSC Code: HDFC0000545
GST IN / PAN : **36ENBPB9273A1ZA / ENBPB9273A**

12299 Dt: 14/6/23
118525 Dt: 14/6/23
D. Rajkumar D. Rajkumar

SUMMIT SALES LLP R.R. DIST.
No. 89789
Date 20/6/23

For Sri Sai Engineering Works
Umapathi
Proprietor