

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 19/07/23		Prepared by: V. RAVI		Serial no. 19885	
Supplier name: Naveen Nela Vdyog.				HO inward no.	
Firm/Company: G.V.R.C		Project: Danopolis.		HO received date	
PO/WO date: 04/02/22		PO/WO No. 85151.		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	426	11.02.22	5428-00	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A = Bills total (Excluding Transport & Hamali Charges): 5428-00

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

MRN nos.: 103607	Proof of delivery matches MRN	☒ Yes ☐ No
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Amount B – Other Credits : Transportation charges -

Amount C – Other Debits : -

Amount D (D=A+B-C) – Amount to be credited to the supplier: 5428-00

Amount E – PO / WO value: 5428-00

Amount F – Difference (A – E): Nil

Quantity received as per PO / WO ☒ Yes ☐ Excess received ☐ Short received ☐ Part received

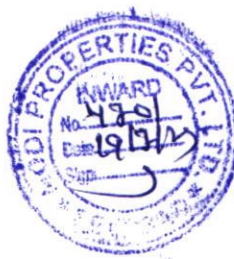
Close PO / WO ☒ Yes ☐ No – wait for balance material ☐ Other

Payment – due date: 20/07/23.

Remarks: find bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:					
Date		19/07/23			
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.



Form for closure of purchase order

PO no.: 85151	PO date: 04.02.22	Req. no.: 164490	Advice Scan ID	
Barcoded PO available ☒ Y/ ☐ N	Invoice original available ☒ Y/ ☐ N	Copy available ☒ Y/ ☐ N	POD available ☒ Y/ ☐ N	
Data required from site/engineers:				
MRN nos. related to PO	103607			
☐ 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: Full matl received.				
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: Niyamani	Sign: for [Signature]	Date: 18/7/22.		
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.				
4.				
5.				
Remarks by Accountants: Bills not received against this PO.				
Prepared by: J. Haripriya	Sign: J. Haripriya	Date: 18/07/23		
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.	426	11/02/22	5428-W	103602
2.				
3.				
4.				
5.				
Remarks: Need MD's approval for enclosed invoice.				
Prepared by: Ravi	Sign: [Signature]	Date: 18/07/23.		
Advice by MD - action to be taken.				
☐ Get certified bill from supplier (not original).		☐ Prepare bill in SLLP 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
19 JUL 2023
SOHAM MODI
MANAGING DIRECTOR

Material Receipts Form

PO Doc No 73480
85151

MRN Doc ID 103607

DC No 426

Remarks

In Time 10:12

Delivered By party

Inward No 8250

MRN Date 12-02-2022

DC Date 11-02-2022

Vehicle No

Received By security

Inward Date 12.02.2022

Company Name : C V Research Centers Pvt Ltd

Project Name : Innopolis

Supply Type : Supply

Quote No : NIL

Quote Date : 04-02-2022

Supplier Name : Naveen Metal Udyog

Contact Person : Mr. Surpat Singh Dugar/ Nikil Dugar

Address : 4-5-155, Pan Bazar, Sec-6ad-03.

Phone : 66365026.

PDF Name PO85151DC426MR103607

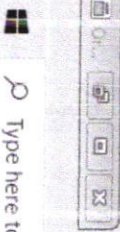
New DC

Edit

Save

Close

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	Carpentry - hardware	2287 - Carpentry - hardware - MS Mesh - Others - sft	1	1	Not Closed	0	1	0.00



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18-07-2023

18/7/23

18/7/23

Purchase Order

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

Naveen Metal Udyog
4-5-155, Pan Bazar, Sec-bad-03.

GSTIN 36AGOPD8982C1Z4 27712497.
66382026. 9246297667

Doc No	85151	164490
Doc Date	04-02-2022	
Quote No	NIL	
Quote Date	04-02-2022	
SupplyType	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 2287 - Carpentry - hardware - MS Mesh - Others - sft M.S.Welded Mesh 4ft x 15mtrs x 3mm thick-	1.00	4,600.00	0.00	18.00	5,428.00
Total Order Value . . .					5,428.00

Rupees : Five Thousand Four Hundred Twenty Eight Only.

Terms and Conditions :-

Specification / As per details given in the quotation.

Payment Terms After Delivery & Production of bill

Tax Inclusive of all taxes

Delivery Date Next Day.

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

Penalty 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 for Electrical panel room purpose.

Completion Date Nil

Measurment Nil

Security Nil

Remarks

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Naveen Metal Udyog**

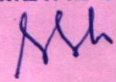
Name : _____

Name : _____

Date : __/__/__

Phone : 27712497
92462 97667

E-mail : nmuhyd@yahoo.co.in

M/s. <u>G. V. RESERCH CENTRS PVT. LTD.,</u>		Invoice No. : <u>426</u>		Date : <u>04/02/22</u>	
<u>M. G. ROAD,</u>					
<u>SECUNDERABAD</u>					
Phone <u> / </u>		P. O. No. & Date : <u>85151/164490 04/02/22</u>		E Way Bill No. :	
GST No. <u>36AAHC614562D1ZP</u>		Desp. Through : <u>TS-10-UD-8387</u>			
HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT	
<u>7314</u>	<u>Mesh</u>	<u>1 Roll</u>	<u>₹ 4600/-</u>	<u>4600 = 00</u>	
 "TRUE COPY"					
			SUB TOTAL	<u>4600 = 00</u>	
				<u>-</u>	
			SGST @ 9 %	<u>414 = 00</u>	
			CGST @ 9 %	<u>414 = 00</u>	
Rupees <u>Five thousand four hundred and twenty eight Only</u>			IGST @	<u>-</u>	
			G. TOTAL	<u>5428 = 00</u>	
1. Goods once sold will not be taken back and No claim for shortage of damage will be entertained unless lodged within 24 hours. 2. Interest will be charged @ 18% per annum if payment is not made within 30 days. 3. Our responsibility ceases no sooner goods are handed over to the carrying agency. 4. Payment strictly by Account Payees Cheques only. 5. Subject to Secunderabad Jurisdiction only.			For NAVEEN METAL UDYOG  Authorised Signatory		
			E & O. E.		