PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/07/23	Prepared by	V. RAVI	Serial no.	19885
Supplier name	Naveen Metal Udyog.			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	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

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:	final bill & close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V.RAVI			
Sign:		[signature]			
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.

MODI PROPERTIES PVT. LTD.
INWARD
No. 480
Date 19/7/23

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		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: Nagamani	Sign: for	Date: 18/7/23.

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:	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	5428-10	103607
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed Invoice.

Prepared by: Ravi	Sign:	Date: 18/07/23.

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
19 JUL 2023
SOHAM MODI
MANAGING DIRECTOR

Modi Properties - Purchase Order Module

Material Receipts Form

PO Doc No: 85151 (78480)

New DC | Edit | Save | Close

MRN Doc ID	103607	MRN Date	12-02-2022
DC No	426	DC Date	11-02-2022
Remarks			
In Time	10:12	Vehicle No	
Delivered By	party	Received By	security
Inward No	8250	Inward Date	12.02.2022

Company Name : G V Reserch 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-bad-03.
Phone : 66382026.

PDF Name: PO85151DC426MR103607

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

Type here to search 24°C Cloudy ENG 11:44 18-07-2023

ok
18/7/23.

Purchase Order

 18-07-2023 11:42:57 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			
Naveen Metal Udyog	**Doc No**	85151	164490
4-5-155, Pan Bazar, Sec-bad-03.	**Doc Date**	04-02-2022	
	Quote No	NIL	
GSTIN 36AGOPD8982C1Z4 27712497.	**Quote Date**	04-02-2022	
66382026. 9246297667	**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

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 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 : __/__/____

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
92462 97667

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.

E-mail : nmuhyd@yahoo.co.in

M/s. G. V. RESERCH CENTRS PVT. LTD.,
M. G. ROAD,
SECUNDERABAD

Phone ______ / ______

GST No. 36AAHCG4562D1ZP

Invoice No. : 426

Date : 04/02/22

P. O. No. & Date : 85151/164490 04/02/22

E Way Bill No. :

Desp. Through : TS-10-UD-8387

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7314	Mesh	1 Roll	@ 4600/- each	4600=00
			SUB TOTAL	4600=00
				—
			SGST @9 %.	414=00
			CGST@9 %.	414=00
			IGST @	—
			G. TOTAL	5428=00

NAVEEN METAL UDYOG SEC'BAD

"TRUE COPY"

BANK : **HDFC BANK** Branch : S. D. Road, Paradise Circle, Secunderabad.
A/c. No. : 59219876543211 IFSC Code : HDFC0000042

Rupees Five thousand four hundred and twenty eight Only

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.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory