ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	12.01.24	Prepared by	V. RAVI	Serial no.	
Supplier name	CIVILIZE MART			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	09.11.22	PO/WO No.	93767.	Scan ID:	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	CM-23-24/699	11.12.23	3363-00	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3363-00
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 118548 — 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:	3363-00
Amount E – PO / WO value:	3363-00
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	100%. Advance Paid.
Remarks:	Find bill & Close this PO.

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		V. RAVI	✓		
Sign:		[signature]	APPROVED BY 12 JAN 2024 SOHAM MODI MANAGING DIRECTOR		
Date		12.01.24			
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.

Admin-Audit Division
Form for closure of purchase order - Manual

PO no.:	93767	PO date:	09.11.2022	Req. no.:	206427	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	118548

□ 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:

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: 10/01/24

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 100%.	Amount paid: 3363/-	Date of payment: 09.11.22.

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.				
2.				
3.				
4.				

Remarks by Accountants: Bill not recived against this PO

Prepared by: ch. Divya	Sign: Divya	Date: 11/01/24.

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.	CH-23-24/699	11.12.23	3363-00	118548
2.				
3.				
4.				
5.				

Remarks: Need MD's Approval for enclosed certified true copy

Prepared by: Ravi	Sign:	Date: 11/01/24

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
12 JAN 2024
SOHAM MODI
MANAGING DIRECTOR

Modi Properties - Purchase Order Module

Material Receipts Form

PO Doc No: 93767

New DC | Edit | Save | Close

MRN Doc ID: 118548

MRN Date: 21-12-2023

DC No: 699

DC Date: 11-12-2023

Remarks:

In Time: 16:00

Vehicle No: TS10UB8387

Delivered By: DRIVER

Received By: SECURITY

Inward No: 13804

Inward Date: 21-12-2023

Company Name : G V Reserch Centers Pvt Ltd
Project Name : Innopolis
Supply Type : Supply
Quote No : NIL
Quote Date : 09-11-2022

Supplier Name : Civilize Mart
Contact Person : Praveen
Address : H no 12-19, P&T Colony, Medipally, Near: Bantia showı
Phone : 9573437171

PDF Name: PO93767DC699MR118548

SNo	Category	Item Name	Ord Qty	DC Qty	Status	Balance	Recd Qty	Rate
	TOOL-Tools	177300 - TOOL-Tools - PVC Injection Nozzle-Cement groutir	150	150	Not Closed	0	150	0

ENG 12:42 10-01-2024

Purchase Order

 10-01-2024 12:36:02 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			
Civilize Mart	**Doc No**	93767	206427
H no 12-19, P&T Colony, Medipally, Near: Bantia showwroom, Medchel Malkajgiri-500098	**Doc Date**	09-11-2022	
	Quote No	NIL	
GSTIN 36AARFC5784G1Z1	**Quote Date**	09-11-2022	
9573437171 9100074983	**SupplyType**	Supply	

Kind Attn : Praveen

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	177500 - TOOL-Tools - PVC Injection Nozzle-Cement grouting- - 40PSI - Nos	150.00	19.00	0.00	18.00	3,363.00
					Total Order Value . . .	**3,363.00**

Rupees : Three Thousand Three Hundred Sixty Three Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	100% Advance
Tax	All taxes included in above price.
Delivery Date	15-20 days ,after receiving the PO and advance payment
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation	Extra
Warranty	Nil
Advance Paid	3,363/-..by RTGS/NEFT
Other Terms	We reserve the right to reject items not conforming quality and specifications.Above order for 4545 column urpose.
Completion Date	NA
Measurment	Nil
Security	Nil
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 ***Civilize Mart***

Name :

Date : / /

Original for Recipient ☐
Duplicate for Transporter ☐
Triplicate for Supplier ☐

Tax Invoice

CIVILIZE MART H NO 12-19 P AND T COLONY MEDIPALLY Hyderabad Phone no.: 9100074051,52 Email: civilizemart@gmail.com GSTIN: 36AARFC5784E1Z1 State: 36-Telangana	Invoice No. **CM-23-24/699**	Date **11-12-2023, 03:21 PM**
	Place of supply **36-Telangana**	WHO CREATOS **MANASA**
Bill To **GV RESEARCH CENTERS PRIVATE LIMITED** Soham mansion 5-4-187/3 MG Road MG Road Secunderabad Contact No. : 9866156745 GSTIN : 36AAHCG4562D1ZP State: 36-Telangana	Ship To Shamirpet, Telangana 500078	

#	Item name	Item Code	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
1	CEMENT GROUT PVC NIPPLES		8467	150	Nos	₹ 19.00	₹ 513.00 (18%)	₹ 3,363.00
	Total			**150**			**₹ 513.00**	**₹ 3,363.00**

Invoice Amount In Words
Three Thousand Three Hundred Sixty Three Rupees only

Amounts:
Sub Total ₹ 3,363.00
Total **₹ 3,363.00**

Payment mode
Credit

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8467	₹ 2,850.00	9%	₹ 256.50	9%	₹ 256.50	₹ 513.00
Total	**₹ 2,850.00**		**₹ 256.50**		**₹ 256.50**	**₹ 513.00**

Terms and conditions:

Thanks for doing business with us!
Declaration
GPAY ONLY ON 9100074051
TERM & CONDITION:
1.GOODS ONCE SOLD WILL NOT BE RETURNED BACK.
2. PAYMENT ADVANCE ONLY
3. ALLDISPUTES ARE SUBJECT TO UPPAL SEC ONLY.

Company's Bank details:
Bank Name : ICICI BANK LIMITED, UPPAL KALAN, TELANGANA
Bank Account No. : 132005002839
Bank IFSC code : ICIC0001320
Account holder's name : CIVILIZE MART

UPI SCAN TO PAY

"TRUE COPY"

For, : CIVILIZE MART

CIVILIZE MART Regd. No. 1320/2022 HYDERABAD

Authorized Signatory

ACKNOWLEDGEMENT

CIVILIZE MART

GV RESEARCH CENTERS PRIVATE LIMITED
SOHAM MANSION 5-4-187/3 MG ROAD MG ROAD
SECUNDERABAD

INVOICE NO. : CM-23-24/699
INVOICE DATE : 11-12-2023
INVOICE AMOUNT : ₹ 3,363.00

Receiver's Seal & Sign

To Ravi sir

Raghu sir

PO-93767

Original for Recipient ☐

Duplicate for Transporter ☐

Triplicate for Supplier ☐

Tax Invoice

CIVILIZE MART

H NO 12-19 P AND T COLONY MEDIPALLY Hyderabad

Phone no.: 9100074051,52

Email: civilizemart@gmail.com

GSTIN: 36AARFC5784E1Z1

State: 36-Telangana

Invoice No.	Date
CM-23-24/699	**11-12-2023, 03:21 PM**
Place of supply **36-Telangana**	WHO CREATOS **MANASA**

Ship To

Shamirpet, Telangana 500078

Bill To

GV RESEARCH CENTERS PRIVATE LIMITED

Soham mansion 5-4-187/3 MG Road MG Road Secunderabad

Contact No. : 9866156745

GSTIN : 36AAHCG4562D1ZP

State: 36-Telangana

#	Item name	Item Code	HSN/ SAC	Quantity	Unit	Price/ Unit	GST	Amount
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	Total			**150**			**₹ 513.00**	**₹ 3,363.00**

Invoice Amount In Words

Three Thousand Three Hundred Sixty Three Rupees only

Amounts:

Sub Total ₹ 3,363.00

Total **₹ 3,363.00**

Payment mode

Credit

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8467	₹ 2,850.00	9%	₹ 256.50	9%	₹ 256.50	₹ 513.00
Total	**₹ 2,850.00**		**₹ 256.50**		**₹ 256.50**	**₹ 513.00**

Terms and conditions:

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UPI SCAN TO PAY

Company's Bank details:

Bank Name : ICICI BANK LIMITED, UPPAL KALAN, TELANGANA

Bank Account No. : 132005002839

Bank IFSC code : ICIC0001320

Account holder's name : CIVILIZE MART

For, : CIVILIZE MART

CIVILIZE MART Regd. No. 1320/2022 HYDERABAD

Authorized Signatory

SUMMIT SALES LLP R.R. DIST. INWARD No: 11665 Date: 28/12/23 Sign:

M. CODEX

SCAN ID

INWARD	
Inward No: 13804	Dt: 21/12/23
MRN No:	Dt:
Received By: Niraj	Sign:

Genome Valley Research Center Pvt. Ltd.