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

Date:	01.03.24	Prepared by	V. RAVI	Serial no.	
Supplier name	Greens Markelli Services. (HYD)			HO inward no.	
Firm/Company	G.V.R.C	Project	Innopolis.	HO received date	
PO/WO date	30.11.22	PO/WO No.	94510.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	9023	07.01.23	670,830-00	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	670,830-00
Proof of delivery by way of: ☑ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report	
MRN nos.: 116113	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:	670,830-00
Amount E – PO / WO value:	13,41,666-00
Amount F – Difference (A – E):	670,830-00
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:	final bill.

Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager
Name:		V. RAVI			
Sign:		[signature]			
Date		01.03.24			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED BY
25 MAR 2024
MANAGING DIRECTOR

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.

[signature] 25/03/24

Form for closure of purchase order

PO no.:	94510	PO date:	30/11/2022	Req. no.:	806486	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	116113 & Inward No: 1057 dtd 07.01.23.	
☐ 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 Material received / 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: 28/02/2024
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: 13,41,660	Date of payment: 3/12/22 & 24/12/22

Details of part bill received:

Sl. No.	Bill no.	Bill date	Bill amount	Cr. given to supplier
1.	9024	07/01/23	6,70,830	Yes.
2.				
3.				

Remarks by Accountants:		
Prepared by: ch. Divya	Sign: Divya	Date: 29/02/24

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.	9023	07.01.23	670,830-00	116113.
2.				
3.				

Remarks: Need MD's Approval for enclosed certified True copy.		
Prepared by: Ravi	Sign:	Date: 29.02.24.

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
-1 MAR 2024
SOHAM MODI
MANAGING DIRECTOR

Purchase Order

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94510
29.11.22 5:41:42

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

Supplier Details			
Greens Marketing Services(Hyderabad)	**Doc No**	94510	206486
H no- 5-61-173, Gound floor, Charkandil, Aghapura, Charkhandi X Roads, Hyderabad, Telangana 500001	**Doc Date**	30-11-2022	
	Quote No	NIL	
GSTIN 36AAGFG9263M1ZT	**Quote Date**	30-11-2022	
040-24801111 9550015588	**SupplyType**	Supply And Installation	

Kind Attn : Lalitha Kumar Asawa

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	588900 - FUNF-Furniture & fixtures - Restroom Cubicle+Hardware-- - NA - Nos Supply of Restroom Cubiles with Hardware	44.00	22,500.00	0.00	18.00	1,168,200.00
2	129100 - MISC-Miscellaneous - Installation Charges-- - - - Nos Installation charges of Restroom Cubiles	44.00	1,500.00	0.00	18.00	77,880.00
3	275700 - FUNF-Furniture & fixtures - Urinal Partition Board+Hardware-- - NA - Nos Supply of Urinal Partitions with Hardware	16.00	3,900.00	0.00	18.00	73,632.00
4	129100 - MISC-Miscellaneous - Installation Charges-- - - - Nos Installation charges of Urinal Partitions	16.00	350.00	0.00	18.00	6,608.00
5	129100 - MISC-Miscellaneous - Installation Charges-- - - - Nos Transportation Charges	1.00	13,000.00	0.00	18.00	15,340.00
					Total Order Value . . .	**1,341,660.00**

Rupees : Thirteen Lakh(s) Fourty One Thousand Six Hundred Sixty Only.

Terms and Conditions :-

Specification / Brand	All the above material is of Greenlam Brand with Laminate shade 5353 Rosenborn Elm
Payment Terms	50% as advance payment with PO. Balance payment against material delivery
Tax	included
Delivery Date	21-11-2022
Delivery Location	Inncopalis Sy no-542, Genome Valley, Thumkunta, Hyderabad, Telangana Phase Nagamani(Engineer) 7981951035
Penalty For Delay	NIL
Transportation Cost	included
Warranty	10 year for partitions against any moisture related defects & 1 year for restroom workmanship and ...
Advance Paid	Rs. 6,70,830 by Cheque/RTGS. Cheque no. ________, dtd. ________
Other Terms	We reserve the right to reject items not conforming to quality and specifications
Completion Date	NIL
Measurement	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 invoice must be sent to Head Office. Proof of delivery/DC can be sent by email.

30/11

For **G V Research Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **Greens Marketing Services(Hyderabad)**

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	9024	07/01/23	6,70,830/-
2.			
3.			
4.			
5.			

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GST INVOICE

GREENS MARKETING SERVICES (HYDERABAD)

5-6-173,Ground Floor, Charkandil, Aghapura, Hyderabad -500 001
PH - 7680997915, 7680997916,7680997917,040-24801111, 9550015588
Email :gmshydgreenply@gmail.com

riginal for Buyer
uplicate for Transporter
riplicate for Supplier

GSTIN No	: 36AAGFG9263M1Z1	Transport Mode	:
Tax Is Payable On Reverse Charge	: **Yes / No**	Purchase Order No	:
Invoice Serial No	: **9023**	DC No	
Invoice Date	: **07-01-2023**	Ack No	112315028674109

Details of Receiver (Billed to)

Name : G V RESEARCH CENTERS PVT LTD
5-4-187/3 &4 , 2ND FLOOR,
SOHAM MANSION, MG ROAD, HYDERABAD
State : TELANGANA
State Code : 36 Phone 9602288244
GSTIN Number : 36AAHCG4562D1ZP

Details of Consignee (Shipped to)

INNOPOLIS GENOME VALLEY, THURKAPALLY

S No	Description of Goods	HSN / SAC	Qty	Size	Sqm	Rate	Transport Charges	Taxable Amt
1	GREEN STURDO CLASSIQUE - VERSATILE MODEL	48239019	22	0MMX1785A		22,500.00	6,500.00	5,01,500.00
2	GREEN STURDO CLASSIQUE - TOILET CUBICLES (UMP)	48239019	8			3,900.00		31,200.00
3	INSTALLATION CHARGES	995444	22			1,500.00		33,000.00
4	INSTALLATION CHARGES FOR URINAL PARTION	995444	8			350.00		2,800.00
	D. Sathish Kumar. 6304476579 IN WARD Inward No: 1057 Dt: 08/01/23 GRN No: Dt: Received By: Sign: Ranjan Nath SSLLP-GVDC 7086802566							
Total			60				6,500.00	5,68,500.00

LAKH SEVENTY THOUSAND EIGHT HUNDRED
D THIRTY ONLY

No :

78ee60ab272b7cb4d49d91ac65b
87f9b6f77dee5d53238e7a44f2e

Trade Disc. @	%	Transport Charges :			
Qty Disc. @	%	CGST @	9	%	51,165.00
Spl disc. @	%	SGST @	9	%	51,165.00
	%	IGST @		%	
Cash Disc. @	%	CESS @		%	
TruckLoadDis @		Round Off			Round Of&f
DisRateperPicQty @	%	TCS			
		Net Amount			**6,70,830.00**

Login Name : su

R TERM & CONDITION OF SALE

We are not responsible for any damage & breakage in transit.
ayment to be cleared bill wise within 15 days.
nterest will be charged @18% on bills, if payment is not made within due date.
oods once sold will not be taken back.
ll disputes are subject to Hyderabad Juridiction only.

Greens Marketing Services (Hyderabad) Hyderabad

For GREENS MARKETING SERVICES (HYDERABAD)

Authorised Signatory

Time : 19:18:58

GST INVOICE

GREENS MARKETING SERVICES (HYDERABAD)

5-6-173,Ground Floor, Charkandil, Aghapura, Hyderabad.-500 001
PH - 7680997915, 7680997916,7680997917,040-24801111, 9550015588
Email :gmshydgreenply@gmail.com

Original for Buyer
Duplicate for Transporter
Triplicate for Supplier

GSTIN No:	36AAGFG9263M1ZT	Transport Mode	:
Tax Is Payable On Reverse Charge	Yes / No	Purchase Order No	:
Invoice Serial No	9023	DC No	
Invoice Date	07-01-2023	Ack No	112315028674109

Details of Receiver (Billed to)	Details of Consignee (Shipped to)
Name : G V RESEARCH CENTERS PVT LTD 5-4-187/3 &4 , 2ND FLOOR, SOHAM MANSION, MG ROAD, HYDERABAD State : TELANGANA State Code : 36 Phone 9502288244 GSTIN Number : 36AAHCG4362D1ZP	INNOPOLIS GENOME VALLEY, THURKAPALLY

S. No	Description of Goods	HSN / SAC	Qty	Size	Sqm	Rate	Transport Charges	Taxable Amt
	GREEN STURDO CLASSIQUE - VERSATILE MODEL	48239019	22	0MMX1785N		22,500.00	6,500.00	5,01,500.00
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	D. Sathish Kumar. 6304476579 IN WARD Inward No: 1057 Dt: 08/01/23 GRN No: Dt: Received By: Sign: Ranjan Nath SSLLP-GVDC							
Total	7086802586		60				6,500.00	5,68,500.00

LAKH SEVENTY THOUSAND EIGHT HUNDRED
D THIRTY ONLY

No :

78ee60ab272b7eb4d49d91ac65b
87f9b6f77dee5d53238c7a44f2c

Trade Disc. @	%	Transport Charges :			
Qty Disc. @	%	CGST @	9	%	51,165.00
Spl disc. @	%	SGST @	9	%	51,165.00
	%	IGST @		%	
Cash Disc. @	%	CESS @		%	
TruckLoadDis @		Round Off			Round Of&f
DisRateperPicQty @	%	TCS **Net Amount**			**6,70,830.00**

UR TERM & CONDITION OF SALE Login Name : su

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Greens Marketing Services (Hyderabad)

For GREENS MARKETING SERVICES (HYDERABAD)

Authorised Signatory

Time : 19:18:58

"TRUE COPY"