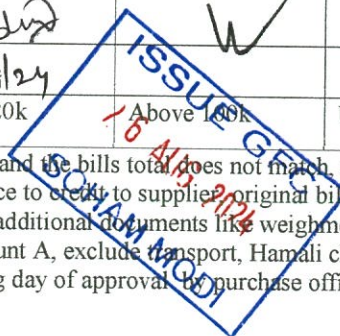


ADMIN-AUDIT / PURCHASE DIVISION
Advice for Credit to Supplier - Manual

Date:	26/08/2024	Prepared by	M. Alexander	Serial no.	
Supplier name	Shankar cycle store	Project	Civ RC Jnno polis	HO inward no.	
Firm/Company	Civ Research	PO/WO date	06/02/2024	HO received date	
PO/WO No.	20240206016	Scan ID.			
Sl no.	Bill no.	Bill date	Bill amount	Original attached	
1.	368	26/08/24	6,800/-	☒ Yes ☐ No	
2.				☐ Yes ☐ No	
3.				☐ Yes ☐ No	
4.				☐ Yes ☐ No	
Amount A – Bills total (Excluding Transport & Hamali Charges):					
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report					
MRN nos.:		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:					
Amount E – PO / WO value:					
Amount F – Difference (A – E):					
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: Supplier Tomorrow on words 27/08/24 material will be delivered. Advance bill received from Vendor for closing account.					
Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		M. Alexander			
Sign:		<i>[Signature]</i>			
Date		26/08/24			
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 weightment 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.



2-3-55/242 Satyanagar, Opp. Toyota Showroom, Uppal, Hyderabad - 500039

Date 26/05/94

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G.V. Research Center (PVT)

Party GST No

Cell

7981951035

"TRUE COPY"

E. & O. E.

Note: One Year Guarantee for Frame Only

No Guarantee For Tyre, Tube, Colour, PVC Parts & Gear & Disk

Once Refitting Free Within 25 Days Only

Once Item Sold Cannot be taken Back Or Exchanged

For SHANKAR CYCLE STORE

Signature _____

Purchase Order

Original

From Company:	GV Research Centers Pvt. Ltd 5-4-187/3&4, IInd Floor Soham Mansion M.G. Road Secunderabad, TELANGANA, 500003 GSTNO:36AAHCG4562D1ZP	Delivery Location: Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Hyderabad, Telangana, 500078 Madhu, 7981951035
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Supplier Details												
Shankar Cycle Stores 2-3-55/242 Satyanagar Opp: Toyota Showroom Hyderabad, TG, 500039 GSTIN:36AGTPB5828J1ZZ Chetan Shankar, 9441458063						PO No	20240206016	Quote No	Nil			
						PO Date	06 Feb 2024	Quote Date	10 Feb 2024			
						Supply Type	Purchase Order	Requisition Num	20240206013			
SNo.	Item Name	Qty	Rate	Dis%	Taxable Amount	GST%						Amount
						IGST%	CGST%	SGST%	IGST AMT	CGST AMT	SGST AMT	
1	EQPT2718-Equipment-Bicycle---Nos.	1.00	6,800.00	0%	6,800	0%	0%	0%	0	0	0	6,800
Addl Spec	With basket											
Total Amount ...									0	0	0	6,800
Rupees in words : Six Thousand Eight Hundred Only.												

Terms and Conditions:-

Additional Specifications	Make: Hero Cycle- (old model)
Tax :	Inclusive of GST and other taxes.
Delivery Date :	Within 2 days of PO
Delivery Location :	As given above.
Transport:	In our scope
Advance Paid :	Rs.6,800/-
Payment Terms :	100% advance

Purchase Order

Original

Bill submission:	Proof of delivery & original invoice must be delivered to Second floor, Soham Mansion, M.G. Road, Secunderabad- 03. Do not send to site.
Other Terms:	Delivery at GVRC, contact person Mr. Madhu - 9502211499.
Installation:	NA
Commissioning:	NA

Notes:

1. This is a digitally generated order and no signature is required.
2. In case the vendor is unable to accept the order and supply the material, they must intimate the same by email to purchase@modiproperties.com.
3. Vendors must obtain acknowledgment from site as proof of delivery (POD) on relevant document like DC, e-way bill, packing list, etc.
4. Vendor must send original invoices to our head office (HO) on the address mentioned above. Do not send the original invoices to sites or purchase division office. An acknowledgment on a copy of the invoice will be provided upon request at our HO.
5. We reserve the right to cancel this PO and seek refund of the advance paid in case of delay in delivery or items delivered are not as per specifications, including delivery of defective material.
6. Payment against delivery /installation shall only be made after receipt of original signed invoice at HO.