PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	16/09/2020	Prepared by:	T.D. Murthy
PO/WO no.	69750	PO / WO Date.	21/08/2020
Supplier Name	Sri Laxmi Ganesh Steels & Hardware	PO/WO amount	Rs. 644/-
Firm/Company	GV Reserch Centers PVT LTD	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1.	661	29/08/2020	Rs. 644/-
2.	-	-	-
3.	-	-	-
4.			-
Amount A – Bills total(Excluding Transport & Hamali Charges):			Rs. 644/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	661	29/08/2020	82767	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No

Amount B –Other Credits :	-
Amount C –Other Debits : -	-
Amount D (D=A+B-C) – Amount to be credited to the supplier:	Rs. 644/-
Amount E – PO / WO value:	Rs. 644/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)
Is difference between PO / Bill acceptable?	☑ Yes ☐ No (explained below)
Excess / short material received	☑ Approved – within acceptable limits ☐ No (explained below)
Close PO / W?O	☑ Yes ☐ No – wait for balance material ☐ No (explained below)
Advance paid / PDC given (deduct when paying)	☑ Yes – Rs. 644/- ☐ No
Payment – due date	-
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]		APPROVED 16 SEP 2020 MINISH PARIKH MANAGER PROCUREMENT				
Date	16/9/20						

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 5,000/-, Purchase Manager and Procurement Manager to approve all bills from 5,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

GSTIN - 36ARPPK9655D2ZA

TAX Invoice

Ph : 09542575725

VAT TIN - 36513674953

SRI LAXMI GANESH STEELS & HARDWARE

Dealers in : Iron & Steel, Casting, Wire Mesh,Design Articals

6-6-125/A/2, Beside SBH, Kavadiguda, Secunderabad, Telangana - 500080.

Email : srilaxmiganeshsteels@gmail.com

Po No 69750

M/s. G.V. Research Center Pvt Ltd
Sec-bad

Party's GSTIN 36AAHCG4562D1ZP

Invoice No.: 661 163129

Date : 29/8/20

Transporter :

L.R. No. :

HSN	Description	Qty.	Rate	Amount Rs.	Ps.
	MS Gazatt. Plates	8.4kg	65/-	546	00
			Total	546	00
			SGST @ 9 %	49	14
			CGST @ 9 %	49	14
			IGST @ 18 %		
			Roundup		28
			Grand Total	644	00

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 69173
Date 10/9

INWARD
Inward No: 689
Dt: 29-8-2020
MRN No: 82767
Dt:
Received By:
Sign:
G.V. RESEARCH CENTERS PVT. LTD.

Bank Details :
Sri Laxmi Ganesh Steels & Hardware
C/A : 36998265647
Bank: SBI, Kavadiguda, Sec-bad.
IFSC Code No. : SBIN0020312

Rupees In words : ________________

For Sri Laxmi Ganesh Steels & Hardware

Signature

E & O.E

Terms & Conditions

Subject to hyderabad jurisdiction only

Goods once sold will not be taken back or Exchange

Purchase Order

 21-08-2020 14:19:36 C

69750
21.08.20 11:16:08

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Sri Laxmi Ganesh Steels & Hardware	**Doc No**	69750	163129
Shop no. 6-6-125/A/2, Kavadiguda main road, Beside SBH, Secunderabad	**Doc Date**	21-08-2020	
	Quote No	Nil	
GSTIN 36ARPPK9655D2ZA	**Quote Date**	07-07-2020	
9246205245/9542575725	**SupplyType**	Supply	

Kind Attn : G. Anil

Purchase Order for the Supply of following Items.

	Item Name	**Qty**	**Rate**	**Dis%**	**GST**	**Amount**
1	8016 - Steel - other - MS Gazette Plates - other - kgs *4" x 4" x 6mm thick - 12 nos*	8.40	65.00	0.00	18.00	644.28
					Total Order Value . . .	**644.28**

Rupees : Six Hundred Fourty Four and Paise Twenty Eight Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 1st quality. Each plate 700gms.
Payment Terms	100% as advance payment.
Tax	All taxes included in above price.
Delivery Date	Within 2days
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. 9502211011
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Rs. 644/- to be pay vide cheque no. , dtd.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for making of hoarding.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

Name : ____________________

Accepted the above Terms And Conditions

For ***Sri Laxmi Ganesh Steels & Hardware***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	20.08.20
Site & Phase :	INNOPOLIS	Time:	15:30
Supplier	Shah Traders	Req. No.	163129
Material required before date:	urgent	ID No.	59280

No	Description	Size	Quantity	Units	Inward No	Date
1	Square pipe - 2 mm thick (20' length)	1"x1"	08	No's	67.20 +18%	+ 40t. 9 Kgs.
2	Gazette plate - 6 mm thick	4"x4"	12	No's		
3						
4				700 gms/	plate	Per kg
5	69749				65/- +18%.	
6		69750				
7						
8						
9						
10						

Remarks : For hording at site purpose.			
Prepared By	Mallikarjun	Approved by	VENKATESH.G
Sign.& Date	20.08.20	Sign. & Date	20.08.20

Note: On receipt of material at site write inward number and date in last 2 columns.