PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	13/11/20.	Prepared by:	D.SOWMYA
PO/WO no.	71708.	PO / WO Date.	30/10/20.
Supplier Name	Shweta Computers	PO/WO amount	3,800.
Firm/Company	GVRC	Project	GVRC.
Sl. No.	Bill No.	Bill Date	Bill amount
1	020433.	6/11/20.	3,800
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			3,800.

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.				□ Yes □ No
2.				□ Yes □ No
3.				□ 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:	3,800.
Amount E – PO / WO value:	3,800
Amount F – Difference (A – E): GST-18%	–

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._____/- ☑ No
Payment – due date	**14.11.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	13/11/20	13/11					

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. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- 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/-

SHWETA COMPUTERS

SHOP NO.1,2,3,4,GROUND FLOOR
CHENOY TRADE CENTER, PARKLANE
SECUNDERABAD 500003

G S T : 36ACUFS2935A1ZZ PHONE :66143437,66143438,66143439 P A N : ACUFS2935A

GST INVOICE

To : GV RESEARCH CENTERS PRIVATE LIMITED
PH:8919278620

PO 71708

INVOICE NO.	**: 020433**
INVOICE DATE	**: 06/11/2020**
PARTY PAN NO.	**: AAHCG4562D**
PARTY GST NO.	**: 36AAHCG4562D1ZP**
PARTY STATE NAME	**: Telangana**

S.NO	PRODUCT DESCRIPTION	HSN Code	QTY	RATE	UNIT PRICE	CGST %	CGST AMT.	SGST %	SGST AMT.	IGST %	IGST AMT.	AMOUNT
1	HDD 1 TB LAPTOP SGT (ST1000LM035)	84717020	1	3800.00	3220.34	9.000	289.83	9.000	289.83			3220.34
												3220.34
	Add : CGST-				9.00%							289.83
	Add : SGST-				9.00%							289.83
	Signature of customer		1									

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 70989
Date 09/11
Sign Nehi

Rupees Three Thousand Eight Hundred Only **Total Rs. 3800.00**

E.& O.E

TERMS & CONDITIONS : **SERVICE TIME (12:00PM TO 5:00PM) MONDAY TO FRIDAY**

For Shweta Computers

1. No warranty for burnt/Physical damage goods.
2. For Warranty bring Product with box.
3. In case of default interest payable @ 24% p.a. from bill date
4. All disputes are subject to secunderabad jurisdiction
5. Payment should be sent through A/c payee cheque/Draft only
6. Standard Warranty 11 months from the date of Invoice.
7. No warranty on adaptor,cables,earphone,other accessories & consumbales products etc
8. Warranty on all the parts or equipments is as per Manufacturer standard policy and shall be directly provided by Manufacturers only.

SHWETA COMPUTERS TEL 040-66143439

Authorised Signatory

Purchase Order

 03-11-2020 10:52:02 Origin

71708
30.10.20 4:42:52

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			
Shweta Computers	**Doc No**	71708	16617
Shop no. 1 to 4 & 1A, 2A, 58A, 59A, Chenoy Trade Centre, Parklane, Secunderabad - 500 003.	**Doc Date**	30-10-2020	
	Quote No	Nil	
GSTIN 36ACUFS2935A1ZZ	**Quote Date**	30-10-2020	
9248091726	**SupplyType**	Supply	

Kind Attn : Mr.Irfan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3529 - Computers and Peripherals - Hard Disk - NA - Nos *1 TB*	1.00	3,800.00	0.00	0.00	3,800.00
					Total Order Value . . .	**3,800.00**

Rupees : Three Thousand Eight Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of Seagate Brand
Payment Terms	100% as advance
Tax	Inclusive of all taxes
Delivery Date	Next Working Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	1 yr
Advance Paid	Rs..... vide cheq....
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Praveen raj laptop purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ____________

Contact

Accepted the above Terms And Conditions

For ***Shweta Computers***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	G v Research Center	Date:	21-10-20
Site & Phase :	Head office	Time:	
Supplier		Req. No.	16617
Material required before date:		ID No.	61141

No	Description	Size	Quantity	Units	Inward No	Date
1	Hard disk 1 TB		1	No		
2						
3	71708					
4						
5						
6						
7						
8						
9						
10						

Remarks: This is for Praveen raju. laptop

Prepared By	K.Suneel	Approved by	APPROVED BY 23 OCT 2020 SOHAM MODI MANAGING DIRECTOR
Sign.& Date	21-10-20	Sign. & Date	

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

Requisition Form

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:		ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

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