PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	23/11/2020	Prepared by:	NEHA.C[illegible]
PO/WO no.	71743	PO / WO Date.	31/10/2020
Supplier Name	Shubham Enterprises	PO/WO amount	1200/—
Firm/Company	GVRC	Project	Propolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	1736	11/11/2020	1200/—
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1200/—

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			85314	□ 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:	1200/—
Amount E – PO / WO value:	1200/—
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	27/11/2020
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha	[signature]					
Date	23/11/20	23/11					

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/-

GSTIN : 36AMRPG2711M1ZT

TAX INVOICE

Ph : (O) : 66318150
: 66568150
: 66568151

SHUBHAM ENTERPRISES

5-2-288/D, Hyderbasti, Lane Opp. Arya Samaj, Secunderabad - 500 003.
E-mail : shubhamentp1999@yahoo.co.uk

Invoice No. : 1736 **Date :** 11-Nov-2020 P.O. No. : 71743 // 163232 Date : 11-Nov-2020

Reverse Charge (Y/N) : No D.C. No. : Date :

State : Telangana State Code : 36 Vehicle No. : E-Way Bill No. :

Bill to Party	Ship to Party
G V RESERCH CENTERS PVT LTD 5-4-187/3&4,IInd FLOOR SOHAM MANSION, M G ROAD SECUNDERABAD State: Telangana(36) **GSTIN No.: 36AAHCG4562D1ZP**	**G V RESERCH CENTERS PVT LTD** 5-4-187/3&4,IInd FLOOR SOHAM MANSION, M G ROAD SECUNDERABAD State: Telangana(36) **GSTIN No.: 36AAHCG4562D1ZP**

DESCRIPTION	HSN CODE	QUANTITY	RATE Rs. Ps.	AMOUNT Rs. Ps.
1 CG 48" CELLING H/S FAN	8414	1.00 NOS.	1,017.00	1,017.00
				1,017.00
CGST TAX 9 %				91.53
SGST TAX 9%				91.53
ROUNDED				(-)0.06
				1,200.00

INWARD
Inward No: 2076 Dt: 12/11/20
MRN No: 85214 Dt:
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No. 7134
Date 12/16
Sign

Indian Rupees One Thousand Two Hundred Only
Despatched Through :
Destination :

1.Goods once sold will not be taken back.
2.Interest 24% p.a. will be applicable after due date.
3.Subject to Secunderabad Jurisdiction.
4.Cheque return Charges Rs. 500/-
5.Bank Details : **PUNJAB NATIONAL BANK, Account No. : 3631001600000013**
IFS Code : PUNB0363100

E.&O.E.

For **SHUBHAM ENTERPRISES**

Purchase Order

 31-10-2020 11:40:35 AM

71743
30.10.20 4:42:53

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			
Shubham Enterprises	**Doc No**	71743	163232
5-2-288/D,Hyderbasti,R.P. Road,Lane Opp.Arya Samaj,sec-bad-500 003	**Doc Date**	31-10-2020	
	Quote No	Nil	
GSTIN 36AMRPG2711M1ZT 6656-8151..	**Quote Date**	31-10-2020	
040-66318150/23468151 9849153774	**SupplyType**	Supply	

Kind Attn : Viral.

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4525 - Electrical - other - Ceiling fan - other - nos *white*	1.00	1,200.00	0.00	0.00	1,200.00
				Total Order Value . . .		**1,200.00**

Rupees : One Thousand Two Hundred Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'CG' brand Sea wind model
Payment Terms	After Delivery & Production of bill.
Tax	All taxes included in above price.
Delivery Date	Next day.
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	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Above order for new conference room purpose.
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 ***Shubham Enterprises***

Name : ____________________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	30.10.2020
Site & Phase :	INNOPOLIS	Time:	17:00
Supplier		Req. No.	163232
Material required before date: urgent		ID No.	6167

No	Description	Size	Quantity	Units	Inward No	Date
1	Fan - Pure white	48"	01	No		
2	7,743					
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED
31 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks : For new conference room purpose.

Prepared By	Mallikarjun	Approved by	VENKATESH.G
Sign.& Date	30.10.2020	Sign. & Date	30.10.2020

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