PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	31/12/20.	Prepared by:	D.SOWMYA
PO/WO no.	73/25	PO / WO Date.	18/12/20.
Supplier Name	SS/Cp.	PO/WO amount	8,090.
Firm/Company	GVRC.	Project	GVRC.
Sl. No.	Bill No.	Bill Date	Bill amount
1	14940	21/12/20.	2,559
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			2,559

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	12715	21/12/20.	86562	☐ 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:	2,559
Amount E – PO / WO value:	8,090.
~~Amount F – Difference (A – E): GST-18%~~	531

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	**2.1.2021**

Remarks: Short bill

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	31/12/20	4/1/21					

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/-

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

ORIGINAL INVOICE

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details

GV Research Centre Pvt Ltd
Sy no. 542, Genome Valley, Turkapally, Hyderabad

GSTIN : 36AAHCG4562D1ZP

Invoice No.	14940
Invoice Date.	21-12-2020
PO No.	73125
PO Date.	18-12-2020
Req ID	62410
Req Date	18-12-2020
Loc Req No	163291

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7513 - Stationery - other - Cello Tape - 1 In - nos Brown tape-big		6	37.00	222.00	12	26.64
2	7571 - Stationery - other - Projects folder - NA - nos A3		100	5.50	550.00	18	99.00
3	7593 - Stationery - other - Stapler - other - nos	9608	4	37.00	148.00	18	26.64
4	7578 - Stationery - other - Ring Binder - other - nos A3		6	195.00	1,170.00	18	210.60
5	7514 - Stationery - other - Cello Tape - other - nos Big		1	35.00	35.00	18	6.30
6	9561 - Tools - Scissors - other - nos	9018	1	55.00	55.00	18	9.90
7							
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13							
14							
15							

MODI PROPERTIES PVT. LTD. * SEC'BAD * INWARD No. Date. Sign.

IGST	CGST	SGST			
			Total Taxable Amount	2,180.00	379.08
	189.54	189.54	Total Invoice Amount	2,559.08	

Rupees : Two Thousand Five Hundred Fifty Nine and Paise Eight Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

 19-12-2020 10:32:06

Purchase Order

Origi

73125
16.12.20 11:40:30

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			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	73125	163291
	Doc Date	18-12-2020	
GSTIN 36ACQFS2044C1Z7	**Quote No**	Nil	
040-66335551 9618244433	**Quote Date**	18-12-2020	
	SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7513 - Stationery - other - Cello Tape - 1 In - nos *~~Brown tape big~~*	6.00	37.00	0.00	12.00	248.64
2	7571 - Stationery - other - Projects folder - NA - nos *A3*	100.00	5.50	0.00	18.00	649.00
3	7593 - Stationery - other - Stapler - other - nos	4.00	37.00	0.00	18.00	174.64
4	7578 - Stationery - other - Ring Binder - other - nos *A3*	6.00	195.00	0.00	18.00	1,380.60
5	7514 - Stationery - other - Cello Tape - other - nos *Big*	6.00	35.00	0.00	18.00	247.80
6	9561 - Tools - Scissors - other - nos	6.00	55.00	0.00	18.00	389.40
					Total Order Value . . .	**3,090.08**

Rupees : Three Thousand Ninty and Paise Eight Only.

Bill- 14940 - 21/12/20 - 2,559.
Balance - 531/-
Sowmya

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. 9502211011
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Above order for Site office purpose.
Completion Date	NA
Measurment	NA
Security	Nil
Remarks	

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

Accepted the above Terms And Conditions
For ***Summit Sales LLP***

Name : ____________ Name : ____________ Date : __/__/____

Contact ..

Requisition Form

Name:	GVRC	Date:	18.12.20
hase :	INNOPOLIS	Time:	14.00
er		Req. No.	163291
erial required before date:	Urgent	ID No.	~~62140~~ 62410

No	Description	Size	Quantity	Units	Inward No	Date
1	Brown Tapes	Big	06	Nos		
2	Sheet Protractor	A3	02	Packets		
3	Scissors	Std	03	Nos		
4	Stapler	Medium	04	Nos		
5	Ring Binders	A3	06	Nos		
6	Cello Tapes	Big	06	Nos		
7	3"					
8						
10						

P.O. 73125

Remarks : FOR Site Office Work Purpose.

Prepared By	Rahul.T	Approved by	Venkatesh.G
Sign.& Date	18.12.20	Sign. & Date	18.12.20

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

APPROVED
19 DEC 2020
P. PRABHAKAR
Sr. MANAGER PURCHASE

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

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Sy no. 542, Genome Valley, Turkapally, Hyderabad

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DC Date.	21-12-2020
PO No.	73125
PO Date.	18-12-2020
Req ID	62410
Req Date	18-12-2020
Loc Req No	163291

	Description of Goods	HSN/SAC	Qty
1	7513 - Stationery - other - Cello Tape - 1 In - nos		6
2	7571 - Stationery - other - Projects folder - NA - nos		100
3	~~7593 - Stationery - other - Stapler - other - nos~~	9608	4
4	7578 - Stationery - other - Ring Binder - other - nos		6
5	7514 - Stationery - other - Cello Tape - other - nos		1
6	9561 - Tools - Scissors - other - nos	9018	1
7			
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G.V. RESEARCH CENTERS PVT. LTD.
Receive By: Sign:
MRN: Dt:
Inward No: Dt:
INWARD

2236
21/12/20

86567
21/12/2020

Subject to Hyderabad Jurisdiction

Inward No: 2236 Dt: 21/12/20
MRN No: 86567 Dt:
Receiv: 6 Sign:
G.V. RESEARCH CENTERS PVT. LTD.

MODI PROPERTIES PVT. LTD.
INWARD
No: 44490
Date:
Sign: 26/12

for Summit Sales LLP

Authorised signatory

TAX INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

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	Big						
6	9561 - Tools - Scissors - other - nos	9018	1	55.00	55.00	18	9.90
7							
8							
9							
10							
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12							
13							
14							
15							

INWARD
Inward No: 2236 Dt: 21/12/20
MRN No: 86567
Received By / Sign
G.V. RESEARCH CENTERS PVT. LTD.

IGST	CGST	SGST			
			Total Taxable Amount	2,180.00	379.08
	189.54	189.54	Total Invoice Amount	2,559.08	

Rupees : Two Thousand Five Hundred Fifty Nine and Paise Eight Only.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

2236
21/12/2020
MRN
86567

Authorised signatory