PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | |
|---|---|---|---|
| Date: | 13/02/21 | Prepared by: | PRABHAKAR.P |
| PO/WO no. | 74502 | PO / WO Date. | 06/02/21 |
| Supplier Name | Summit Sales LLP | PO/WO amount | 3086.75 |
| Firm/Company | GVRC Pvt. Ltd | Project | Innopolis. |
| Sl. No. | Bill No. | Bill Date | Bill amount |
| 1 | 15825 | 8-2-21 | 3086-75 |
| 2 | | | |
| 3 | | | |
| Amount A – Bills total(Excluding Transport & Hamali Charges): | | | 3086-75 |

| Sl. No. | DC .No | DC. Date | MRN No. | DC matches MRN |
|---|---|---|---|---|
| 1. | 13498 | 8/2/21 | 88434 | ☑ 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: | | | | 3086-75 |
| Amount E – PO / WO value: | | | | 3086.75 |
| 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 – wi~~thin 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 | **22-02-21** |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | Procurement Manager | M D | Accounts – receiver of bill | Accountant | Accounts Manager |
|---|---|---|---|---|---|---|---|
| Sign: | | PS | APPROVED 15 FEB 2021 | | | | |
| Date | | 13/2/21 | MINISH PARIKH MANAGER PROCUREMENT | | | | |

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

ORIGINAL INVOICE

#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**



| **Customer Details** | Invoice No. | 15825 |
|---|---|---|
| GV Research Centres Pvt Ltd | Invoice Date. | 08-02-2021 |
| Sy no. 542, Genome Valley, Turkapally, Hyderabad | PO No. | 74502 |
| | PO Date. | 06-02-2021 |
| | Req ID | 63686 |
| GSTIN : 36AAHCG4562D1ZP | Req Date | 06-02-2021 |
| | Loc Req No | 163344 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 20 | 16.00 | 320.00 | 12 | 38.40 |
| | Black, Red | | | | | | |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 10 | 230.00 | 2,300.00 | 12 | 276.00 |
| 3 | 7605 - Stationery - other - Whitner Pen - NA - nos | 9608 | 5 | 21.00 | 105.00 | 18 | 18.90 |
| 4 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 5 | 3.50 | 17.50 | 12 | 2.10 |
| | Blue | | | | | | |
| 5 | 7523 - Stationery - other - Eraser - NA - nos | | 5 | 1.50 | 7.50 | 18 | 1.36 |
| 6 | | | | | | | |
| 7 | | | | | | | |
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| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 2,750.00 | 336.76 |
| | 168.38 | 168.38 | Total Invoice Amount | 3,086.75 | |

Rupees : Three Thousand Eighty Six and Paise Seventy Five Only.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD
No: 74243
Date:
Sign: 9/2

**for Summit Sales LLP**

Subject to Hyderabad Jurisdiction

*Authorised signatory*

# Purchase Order

 08-02-2021 11:50:20 Origin

74502

05.02.21 11:35:32

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** | | | |
|---|---|---|---|
| Summit Sales LLP | **Doc No** | 74502 | 163344 |
| 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc Date** | 06-02-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 06-02-2021 | |
| 040-66335551 9618244433 | **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos<br>*Black, Red* | 20.00 | 16.00 | 0.00 | 12.00 | 358.40 |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 10.00 | 230.00 | 0.00 | 12.00 | 2,576.00 |
| 3 | 7605 - Stationery - other - Whitner Pen - NA - nos | 5.00 | 21.00 | 0.00 | 18.00 | 123.90 |
| 4 | 7560 - Stationery - other - Pen - NA - nos<br>*Blue* | 5.00 | 3.50 | 0.00 | 12.00 | 19.60 |
| 5 | 7523 - Stationery - other - Eraser - NA - nos | 5.00 | 1.50 | 0.00 | 18.00 | 8.85 |
| | | | | **Total Order Value . . .** | | **3,086.75** |

Rupees : Three Thousand Eighty Six and Paise Seventy Five Only.

## Terms and Conditions :-

| | |
|---|---|
| **Specification / Brand** | 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<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>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 to reject items not conforming to quality and specifications.Above order for site use purpose. |
| **Completion Date** | NA |
| **Measurment** | NA |
| **Security** | Nil |
| **Remarks** | |

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 08/02/2021

Name : ____________________

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Date : __/__/____

# Requisition Form

| Company Name: | GVRC | Date: | 05.02.2021 |
|---|---|---|---|
| Site & Phase : | INNOPOLIS | Time: | 15.43 |
| Supplier | | Req. No. | 163344 |
| Material required before date: | | ID No. | 63686 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | PERMANENT MARKER | BLACK | 10 | NOS | | |
| 2 | PERMANENT MARKER | RED | 10 | NOS | | |
| 3 | PAPER | A4 | 10 | BDL | | |
| 4 | WHITENER | | 05 | NOS | | |
| 5 | BLUE PEN | | 05 | NOS | | |
| 6 | ERASER | | 05 | NOS | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

74502

APPROVED

08 FEB 2021

MINISH PARIKH
MANAGER PROCUREMENT

Remarks : For site office use purpose.

| Prepared By | MOUNIKA | Approved by | VENKATESH.G |
|---|---|---|---|
| Sign.& Date | 05.02.2021 | Sign. & Date | 05.02.2021 |

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

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**



| **Customer Details** | DC No. | 13498 |
|---|---|---|
| GV Research Centres Pvt Ltd | DC Date. | 08-02-2021 |
| Sy no. 542, Genome Valley, Turkapally, Hyderabad | PO No. | 74502 |
| | PO Date. | 06-02-2021 |
| | Req ID | 63686 |
| GSTIN : 36AAHCG4562D1ZP | Req Date | 06-02-2021 |
| | Loc Req No | 163344 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 20 |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 10 |
| 3 | 7605 - Stationery - other - Whitner Pen - NA - nos | 9608 | 5 |
| 4 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 5 |
| 5 | 7523 - Stationery - other - Eraser - NA - nos | | 5 |
| 6 | | | |
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| 21 | | | |
| 22 | | | |
| 23 | INWARD | | |
| 24 | Inward No: 2476 Dt: 08/2/21 | | |
| 25 | MRN No: 88434 Dt: " | | |
| 26 | Received By: Sign: | | |
| 27 | | | |
| 28 | G.V. RESEARCH CENTERS PVT. LTD. | | |
| 29 | | | |
| 30 | | | |

for Summit Sales LLP

*Authorised signatory*

Subject to Hyderabad Jurisdiction

MODI PROPERTIES PVT LTD INWARD 45447 11/2 SEC'BAD

TAX INVOICE

# Summit Sales LLP

TRANSIT COPY

#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**



| **Customer Details** | Invoice No. | 15825 |
|---|---|---|
| GV Research Centres Pvt Ltd | Invoice Date. | 08-02-2021 |
| Sy no. 542, Genome Valley, Turkapally, Hyderabad | PO No. | 74502 |
| | PO Date. | 06-02-2021 |
| | Req ID | 63686 |
| GSTIN : 36AAHCG4562D1ZP | Req Date | 06-02-2021 |
| | Loc Req No | 163344 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 7544 - Stationery - other - Marker - NA - nos | 9608 | 20 | 16.00 | 320.00 | 12 | 38.40 |
| | Black, Red | | | | | | |
| 2 | 7555 - Stationery - other - Paper - A4 - bundles | 4810 | 10 | 230.00 | 2,300.00 | 12 | 276.00 |
| 3 | 7605 - Stationery - other - Whitner Pen - NA - nos | 9608 | 5 | 21.00 | 105.00 | 18 | 18.90 |
| 4 | 7560 - Stationery - other - Pen - NA - nos | 9608 | 5 | 3.50 | 17.50 | 12 | 2.10 |
| | Blue | | | | | | |
| 5 | 7523 - Stationery - other - Eraser - NA - nos | | 5 | 1.50 | 7.50 | 18 | 1.36 |
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| 15 | | | | | | | |

INWARD
Inward No: 2476 Dt: 09/2/21
MRN No: 884134 Dt:
Received By: Sign:
G.V. RESEARCH CENTERS PVT. LTD.

| IGST | CGST | SGST | Total Taxable Amount | 2,750.00 | 336.76 |
|---|---|---|---|---|---|
| | 168.38 | 168.38 | Total Invoice Amount | 3,086.75 | |

Rupees : Three Thousand Eighty Six and Paise Seventy Five Only.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction