PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	27/02/2021	Prepared by:	MINISH.
PO/WO no.	74827	PO / WO Date.	15/02/2021
Supplier Name	Anisha Associates.	PO/WO amount	18,250/-
Firm/Company	GVRC	Project	Annopoli's
Sl. No.	Bill No.	Bill Date	Bill amount
1.	256.	16/02/2021	18,958/-
2.			
3.			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,250/-

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.			88848	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount B –Other Credits : Transport Charges 600/- +18%.	708/-
Amount C –Other Debits :	–
Amount D (D=A+B-C) – Amount to be credited to the supplier:	18,958/-
Amount E – PO / WO value:	18,250/-
Amount F – Difference (A – E):	708/-

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	06/03/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]	[signature] APPROVED 27 FEB 2021				
Date		27/2					

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/-

TAX INVOICE

ANISHA ASSOCIATES

Pidilite
Building Bonds

AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS
No. 3-6-98, Vasavi Towers, Below Cafe Coffee Day,
West Marredpally Main Road, Secunderabad - 500 026.
✆ : 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com
GSTIN : 36ABTPV3594Q1Z8

Buyer To M/s G.V Reserch Centers Pvt. ltd. M.G Road. Sec-Bad GSTNO: 36AAHCG 4562 D1ZP	No. 256 Date : 16/02/2021
	Your order No. 74827 Date 15-02-2021
	Our D.C. No. ______ Date : ______
	Documents Sent through ______

S.No.	DESCRIPTION	Packing	Qty.	Unit Price	AMOUNT Rs.	Ps.
1)	Cera Anchore set	1kg	50	309.32	15,466	00
	Transportation charges				600	00
		Total Taxable			16,066	00
		CGST @ 9%			1445	94
		SGTS @ 9%.			1445	94
		IGST @			/	
		TOTAL			18,958	00

Rupees Eighteen Thousand Nine Hundred and fifty Eight Rupees Only

MRN. 88848 16/2/21.

INWARD Dt: 16/2/21
Inward No: 2618 Dt: 16/2/21
MRN No: 88848 Sign:
Received By: 2618
G.V. RESEARCH CENTERS PVT. LTD.
16/2/21

74625 22/2 SEC'BAD

Goods once sold will not be taken back or exchanged
Subject to Hyderabad Jurisdiction.

P. Sadashiva
For Anisha Associates

Purchase Order

 15-02-2021 2:43:14 PM

74827
16 02.21 11:18:36

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

Supplier Details			
Anisha Associates	**Doc No**	74827	163362
No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad.	**Doc Date**	15-02-2021	
	Quote No	Nil	
GSTIN 36ABTPV3594Q1Z8 NA	**Quote Date**	18-12-2018	
66209804 9246589804	**SupplyType**	Supply	

Kind Attn : Mr. Kishan Raj

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	3101 - Chemicals - Adhesive set - NA - kgs *Cera*	50.00	365.00	0.00	0.00	18,250.00
					Total Order Value . . .	**18,250.00**

Rupees : Eighteen Thousand Two Hundred Fifty Only.

Terms and Conditions :-

Specification /	All items shall be of Cera brand/Anchor set
Payment Terms	On complete delivery of all maerials only.
Tax	Inclusive of all GST taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. 9502211011
Penality For Delay	Nil
Transportation	Extra. Estimated cost is Rs. 500/-
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Site maintain purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

Authorised Signatory

Name : ____________

Accepted the above Terms And Conditions

For ***Anisha Associates***

Name : ____________

Date : __/__/___

Requisition Form

ompany Name:	GVRC	Date:	15.02.2021
Site & Phase :	INNOPOLIS	Time:	10.31
Supplier		Req. No.	163362
Material required before date:		ID No.	63948

No	Description	Size	Quantity	Units	Inward No	Date
1	CERA ANCHORSET		50	PKTS		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks : For site use purpose.

Prepared By	MOUNIKA	Approved by	VENKATESH.G
Sign.& Date	15.02.2021	Sign. & Date	15.02.2021

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

APPROVED
15 FEB 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE