PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	09-06-21	Prepared by:	[signature]
PO/WO no.	77293	PO / WO Date.	27-05-21
Supplier Name	Naveen metal wyog	PO/WO amount	18,880/-
Firm/Company	GV research centre Pvt Ltd	Project	~~GV research centre Pvt Ltd~~ kuruppai).
Sl. No.	Bill No.	Bill Date	Bill amount
1	067	28-05-21	18,880/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			18,880/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	/	/	92342	◻ 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:	18,880/-
Amount E – PO / WO value:	18,880/-
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	14-06-21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	[signature]	[signature]					
Date	09/06/21	9/6/21					

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/-

GST No. : 36AGOPD8982C1Z4

TAX INVOICE
~~CASH~~ / CREDIT

Phone : 27712497
40042626

NAVEEN METAL UDYOG

4-5-155, PAN BAZAR, SECUNDERABAD - 500 003.
E-mail : nmuhyd@yahoo.co.in

M/s. G V Reserch Centres Pvt Ltd
MG Road
Secunderabad

Phone ______ Fax ______

GST No. 36AAHCG4562D1ZP

Invoice No. : 067 Date : 28/5/21

P. O. No. & Date : 77293

D. C. No. : ~~[illegible]~~ Date :

Desp. Through : TS 10 UB 8387

HSN Code	PARTICULARS	Qty.	Unit Price	AMOUNT
7209	Sheet	4 Nos'	@ 4000 ea	16000=00
			SUB TOTAL	16000=00
			SGST @ 9%	1440=00
			CGST @ 9%	1440=00
			IGST @	
			G. TOTAL	18880=00

INWARD
Inward No: 8058 Dt: 28/6/21
GRN No: 92342 Dt: 28/5/21
Received By: Sign:
G.V.R.C. PVT. LTD.

MODI PROPERTIES PVT. LTD. SEC'BAD
INWARD No. 8097 Date 3/6

BANK : **PUNJAB NATIONAL BANK** Branch : M. G. Road, Secunderabad.
A/c. No. : 0625210318512 IFSC Code : PUNB0062520

Rupees Eighteen thousand eight hundred & eighty only

1. Goods once sold will not be taken back and No claim for shortage or damage will be entertained unless lodged within 24 hours.
2. Interest will be charged @ 18% per annum if payment is not made within 30 days.
3. Our responsibility ceases no sooner goods are handed over to the carrying agency.
4. Payment strictly by Account Payees Cheques only.
5. Subject to Secunderabad Jurisdiction only.

E & O. E.

For **NAVEEN METAL UDYOG**

Authorised Signatory

Purchase Order

77293
06.05.21 4:35:39

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000
G S T No. : 36AAHCG4562D1ZP

Supplier Details

Naveen Metal Udyog
4-5-155, Pan Bazar, Sec-bad-03.

GSTIN 36AGOPD8982C1Z4 27712497.
66382026. 9246297667

Doc No	77293	163501
Doc Date	27-05-2021	
Quote No	Nil	
Quote Date	27-05-2021	
SupplyType	Supply	

Kind Attn : Mr.Surpat Singh Dugar/ Nikil Dugar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	8088 - Steel - other - MS Sheet - 16gauge - kgs *8' x 4' - 04 nos*	128.00	125.00	0.00	18.00	18,880.00
					Total Order Value . . .	**18,880.00**

Rupees : Eighteen Thousand Eight Hundred Eighty Only.

Terms and Conditions :-

Specification /	Items shall be of 1st quality.
Payment Terms	Within 7days of delivery of all materials & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next 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 2727 & 4545 mixing of concrete and plastering purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 03/06/2021

Accepted the above Terms And Conditions
For *Naveen Metal Udyog*

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GVRC	Date:	20.05.21
Site & Phase :	INNOPOLIS	Time:	10.00
Supplier		Req. No.	163501
Material required before date:	Urgent	ID No.	66191

No	Description	Size	Quantity	Units	Inward No	Date
1	MS Sheet	8' X 4'	04	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

77293

APPROVED
03 JUN 2021
MINESH PARIKH
MANAGER PROCUREMENT

Remarks : For Block no. 2727 & 4545 Concrete & Civil Plastering work Purpose.

Prepared By	Rahul.T	Approved by	Ratnadeep
Sign.& Date	20.05.21	Sign. & Date	20.05.21

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