E M

PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/10/21	Prepared by:	Sneha
PO/WO no.	81207	PO / WO Date.	30/9/21
Supplier Name	Akshaya traders	PO/WO amount	15,750/-
Firm/Company	GVRC pvt Ltd	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	1483	4/10/21	15,750/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			15,750/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	—	—	97319	☑ 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:	15,750/-
Amount E – PO / WO value:	15,750/-
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	25/10/21
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sneha	[signature]					
Date	19/10/21	18/10					

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

Cell : 9958611144
9381004542

AKSHAYA TRADERS

Suppliers : BOMBAY BROOMS, SPONGES, GOA ROPES,
BLUE SHEETS, DIAMOND MESH, FOAM SHEETS Etc.
H.No. 6-4-392/1, New Bholakpur, Secunderabad - 500 003. T.S.

GSTIN : 36BFYPA0121AZ3

Invoice No. 1483

Date 4/10/2021

Name G.V. Research Centers pvt Ltd. GSTIN 36AAHCG4562D1ZP

Address .... P.O. No. 81207

.... State .... State Code ....

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Gova Rope	8202	100	150	15000	750			15750-c
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Total Amount		15750.c
Add CGST 9%	375	
Add SGST 9%	375	
Total GST	750	
Total Amount		15750.c

of.mad.

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 5096 Dt: 4/10/21
GRN No: 97319 Dt: 6/10/21
Received By: Sign:
Green Valley Research Ce...

...ees inwords........

For AKSHAYA TRADERS

Receiver's Signature

Proprietor

SUMMIT SALES LLP R.R. DIST.
INWARD No: 8267 Date: 7-10-21 Sign:

Purchase Order

81207
30.09.21 4:25:50

 04-10-2021 12:11:03

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Akshaya Traders	**Doc No**	81207	163930
6-4-392/1, New Bholakpur, Secunderbad	**Doc Date**	30-09-2021	
	Quote No	Nil	
GSTIN 36BFYPA0121A1Z3	**Quote Date**	30-09-2021	
9381004542 9959611144	**SupplyType**	Supply	

Kind Attn : A.Chandra Shekhar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6025 - Miscellaneous - Gova rope - NA - bundles	100.00	150.00	0.00	5.00	15,750.00
					Total Order Value . . .	**15,750.00**

Rupees : Fifteen Thousand Seven Hundred Fifty Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	GST included in above price.
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for staircase and lift pit purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 04/10/2021

Contact - -

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ____________________

Date : __/__/____

1256

Requisition Form

Company Name:	GVRC	Date:	29.09.2021
Site & Phase :	Innopolis	Time:	02:00PM
Supplier		Req. No.	163930
Material required before date:	01.09.2021	ID No.	6983841

No	Description	Size	Quantity	Units	Inward No	Date
1	Ballies	18'	70	No's		
2	Ballies	12'	70	No's		
3	Ballies 81207	10'	70	No's		
4	Gova Ropes		100	No's		
5						
6						
7						
8						
9						
10						

Remarks: Towards staircase and lift pit purpose

Prepared By	Sridevi	Approved by	C. Balamurali Krishna
Sign.& Date	29.09.2021	Sign. & Date	29.09.2021

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

29-09-2021

APPROVED
30 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE