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PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	19/10/21	Prepared by:	Sneha
PO/WO no.	81161	PO / WO Date.	30/9/21
Supplier Name	Akshya traders	PO/WO amount	4,489/-
Firm/Company	GVRC pvt ltd	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	1485	4/10/21	4,732/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			4,732/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97320	☑ 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:	4,732/-
Amount E – PO / WO value:	4,489/-
Amount F – Difference (A – E): GST-18%	243

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.

Invoice No. 1485 GSTIN : 36BFYPA0121AZ3 Date 4/10/2021

Name G.V. Research Centers pvt Ltd GSTIN 36AAHCG4562D1ZP
Address P.O. No. 81161
State State Code

Sl. No.	PARTICULARS	HSN CODE	Qty.	Rate	Amount	5%	12%	18%	Amount
1	Gova Rope	8202	30	150	4500	225			4725.-
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									

Mode of Payment
Cash / Cheque / Cheque No.

INWARD
Inward No: 5097 Dt: 4/10/21
MRN No: 97320 Dt: 6/10/21
Received By: Sign:
Genome Valley

Total Amount		4500.-
Add CGST 9%	112.5	
Add SGST 9%	112.5	
Total GST	225	
Total Amount		4725.-

Rupees inwords

Receiver's Signature

For AKSHAYA TRADERS
Proprietor

SUMMIT SALES LLP
IN WARD
No. 5268
Date: 7-10-21
Sign:
R.R. DIST.

Purchase Order

 30-09-2021 14:55:54 Orig

81161
27.09.21 3:10:20

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				
Akshaya Traders		**Doc No**	81161	163924
6-4-392/1, New Bholakpur, Secunderbad		**Doc Date**	30-09-2021	
		Quote No	Nil	
GSTIN 36BFYPA0121A1Z3		**Quote Date**	09-09-2021	
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	30.00	150.00	5.00	5.00	4,488.75
					Total Order Value . . .	**4,488.75**

Rupees : Four Thousand Four Hundred Eighty Eight and Paise Seventy Five 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 site use purpose

Completion Date Nil

Measurment Nil

Security Nil

Remarks

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

Authorised Signatory

Name : ______________________

Contact - -

Accepted the above Terms And Conditions

For ***Akshaya Traders***

Name : ______________________

Date : __/__/____

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Requisition Form

Company Name:	GVRC		Date:	29.09.2021
Site & Phase :	Innopolis		Time:	10:00AM
Supplier			Req. No.	163924
Material required before date:		01.09.2021	ID No.	69799

No	Description	Size	Quantity	Units	Inward No	Date
1	Gova Ropes 81161		30	No's		
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:Towards site 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.

APPROVED
29 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE