PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	20/10/2021	Prepared by:	N. Shraya
PO/WO no.	80977	PO / WO Date.	25/9/2021
Supplier Name	Santosh Tarpaulin	PO/WO amount	8,684.8/-
Firm/Company	G.V. Research centers pvt Ltd	Project	Innopolis
Sl. No.	Bill No.	Bill Date	Bill amount
1	081	28/9/2021	8684.8/-
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			8684.8/-

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
1.	–	–	97491	☑ 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:	8684.8/-
Amount E – PO / WO value:	8684.8/-
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	25/10/2021
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Shraya	[signature]					
Date	20/10/2021	20/10/21					

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/-

TAX-INVOICE

SANTHOSH TARPAULIN # 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medchal, Malkajgiri District – 500 010. Telangana State	**GSTIN :36ATWPA1307P1ZC** Email id: santhoshtarp@gmail.com Cell: 9642662732 Bank Account : AXIS BANK Acc.No.919020039284737 IFSC CODE :UTIB0001378
To G V RESERCH CENTERS PVT LTD 5-4-187/3&3 IInd floor SOHAM MANSION MG ROAD SECUNDERABAD 500003 **GSTIN No. 36AAHCG4562D1ZP**	Invoice No:**081** Invoice Date: 28/09/2021 P.O.No.80977/163903 P.O.Date: 25.09.2021

Sl. No.	**Descriptions**	**Code SAC HSN**	**Qty**	**Rate**	**Amount Rs. Ps.**
1	LDPE POLITHIN SHEET SIZE 12 X 15	3920	80 KGS	@ 92 /-	7,360.00

Rupees in words EIGHT THOUSAND SIX HUNDRED EIGHTY FOUR and EIGHTY PICE ONLY

Total ::	**7,360.00**
CGST @ 9 %	**662.40**
SGST @ 9 %	**662.40**
IGST 18% ::	
Grand Total ::	**8,684.80**

Receiver Signature & Seal

For SANTHOSH TARPAULIN

SANTHOSH TARPAULIN

Authorized Signatory

INWARD	
Inward No: 5003	Dt: 29/9/21
MRN No: 97491	Dt: 09/10/21
Received By:	Sign:
G.V.R.C. PVT. LTD.	

SUMMIT SALES LLP
IN WARD
No: 9548
Date: 12.10.21
Sign:
R.R. DIST.

Purchase Order

80977
22.09.21 4:26:51

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		
Santosh Tarpaulin 2-9-39/7/3, Forzenguda, Suryanagar, Old Alwal, Medical Malkagiri Dist -500010 **GSTIN** 36ATWPA1307P1ZC 9642662732	**Doc No**	80977 163903
	Doc Date	25-09-2021
	Quote No	NIL
	Quote Date	26-08-2021
	SupplyType	Supply

Kind Attn : Santosh Kumar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4051 - Consumables - Polythene Covers - other - pkts *LDPE Black cover- 12' x 15'*	80.00	92.00	0.00	18.00	8,684.80
					Total Order Value . . .	**8,684.80**

Rupees : Eight Thousand Six Hundred Eighty Four and Paise Eighty Only.

Terms and Conditions :-

Specification /	All Items shall be of 1st qlty.
Payment Terms	After Delivery & Production of bill.
Tax	All taxes 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 to reject items not conforming to quality and specifications. Above order for North side Road purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory .

Name : ____________

Accepted the above Terms And Conditions

For *Santosh Tarpaulin*

Name : ____________

Date : __/__/____

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Requisition Form

Company Name:	GVRC	Date:	24.09.2021
Site & Phase :	Innopolis	Time:	05:00PM
Supplier		Req. No.	163903
Material required before date:	26.09.2021	ID No.	69685

No	Description	Size	Quantity	Units	Inward No	Date
1	Black Cover		80	Kg's		
2						
3	80977					
4						
5						
6						
7						
8						
9						
10						
11						
12						

Remarks: Towards North Side road purpose.

Prepared By	Sridevi	Approved by	C. Balamurali Krishna
Sign.& Date	24.09.2021	Sign. & Date	24.09.2021

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

24.09.2021

APPROVED
26 SEP 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE