## PURCHASE DIVISION Advice for approval for credit to supplier



Date: Prepared by: PO/WO no. PO / WO Date. Supplier Name PO/WO amount Firm/Company Project Sl. No. Bill Date ī 258 2 3 4 Amount A - Bills total(Excluding Transport & Hamali Charges): Sl. No. DC .No DC. Date MRN No. 1. □ 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: Amount E - PO / WO value: 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. /- 12 No Payment - due date Remarks: Approved Purchase Procurement Purchase MDAccounts -Accountant Accounts bv Officer Manager Manager receiver of Manager bill Sign: Date

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 INVOICE SFS HARDWARE Invoice No: 258 Dated: 21-10-2021 #30-26 3rd FLOOR PLOT NO 36 Delivery challan no : Dated: BURHANI HOUSING SOCIETY RTC COLONY TRIMULGHEERY HYDERABAD 500-015 Mobile: 9550505717 PO NO : 81838 - 163999 Company's GSTIN: 36BJJPG3515K1Z6 PO Date: 20-10-2021 Buyer: M/s. G V RESERCH CENTRES PVT LTD Despatched Through: BY HAND / DRIVER 5-4-187/3 & 4, II FLOOR, SOHAM MANSION MG ROAD Despatched Date: 21-10-2021 SECUNDERABAD - 500003 Buyer's GSTIN: 36AAHCG4562D1ZP State Code: 36 S.No **Description of Goods** HSN Quantity Rate GST % Amount ANCHOR BOLT (BOLT TYPE) SIZE: 12 MM X 4" 7318 200.00 NOS 25.00 18.00% 5,000.00 TRANSPORTATION CHARGES: TOTAL: 5,000.00 Total Tax Amount: **CGST @ 9 %** 900.00 450.00 SGST @ 9 % 450.00

Amount Chargeable (in words)

Rs: FIVE THOUSAND NINE HUNDRED ONLY

Company's Bank Details

Current A/c No: 3719725147

Bank Name : CF

: CENTRAL BANK OF INDIA

IFSC Code

: CBIN0283477

Branch

: TRIMULGHEERY, HYD

Declaration

We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

This is a computer generated Invoice / Subject to Secunderabad Juridiction.

For SES HARDWARE

0.00

5,900.00

Round off

Grand Total

Authorised Signatory

GST INVOICE SFS HARDWARE Invoice No: 258 Dated: 21-10-2021 #30-26 3rd FLOOR PLOT NO 36 Delivery challan no: Dated: BURHANI HOUSING SOCIETY RTC COLONY TRIMULGHEERY HYDERABAD 500-015 Mobile: 9550505717 PO NO : 81838 - 163999 Company's GSTIN: 36BJJPG3515K1Z6 PO Date: 20-10-2021 Buyer: M/s. G V RESERCH CENTRES PVT LTD Despatched Through: BY HAND / DRIVER 5-4-187/3 & 4, II FLOOR, SOHAM MANSION MG ROAD Despatched Date: 21-10-2021 SECUNDERABAD - 500003 Buyer's GSTIN: 36AAHCG4562D1ZP State Code: 36 S.No **Description of Goods** HSN Quantity Rate GST % Amount ANCHOR BOLT (BOLT TYPE) SIZE: 12 MM X 4" 7318 200.00 NOS 25.00 18.00% 5,000.00 TRANSPORTATION CHARGES: TOTAL: 5,000.00 Total Tax Amount: CGST @ 9 % 900.00 450.00 SGST @ 9 % 450.00 Round off 0.00 **Grand Total** 5,900.00 Amount Chargeable (in words) Rs: FIVE THOUSAND NINE HUNDRED ONLY

Company's Bank Details

Current A/c No: 3719725147

Bank Name :

: CENTRAL BANK OF INDIA

IFSC Code

: CBIN0283477

Branch Declaration : TRIMULGHEERY, HYD

We declare that this invoice shows the actual price of the goods described

and that all particulars are true and correct.

This is a computer generated Invoice / Subject to Secunderabad Juridiction.



For SFS HARDWARE

Authorised Signatory

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From Company :

Mansion; MG Road, Secunderabad, 500003

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Requisition Form

Company Name:		GV Research Centers Pvt Ltd		Date:		11-10-21	
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