PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	19/12/21	Prepared by:	Prabhakar.
PO/WO no.	83293	PO / WO Date.	4/12/21
Supplier Name	Sri Balaji Enterprises	PO/WO amount	1748.76
Firm/Company	GVRC	Project	Amopolis.
Sl. No.	Bill No.	Bill Date	Bill amount
1	150	15/12/21	1749-00
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			1749-00

Sl. No.	DC .No	DC. Date	MRN No.	DC matches MRN
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:				1749-00
Amount E – PO / WO value:				1748.76
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	29/12
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:		[signature]					
Date		13/12					

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

SRI BALAJI ENTERPRISES # 14-1-418, NEAR ROCKET GROUND NEW AGHAPURA HYDERABAD 500001 T.S Phone no.: 9030605690 Email: seetaram.joshi@yahoo.com GSTIN: 36AEIPJ0494H1ZF State: 36-Telangana	Invoice No. **150**	Date **15-12-2021**
	Place of supply **36-Telangana**	PO date **04-12-2021**
	PO number **83293**	Vehicle Number **RAGHU**

Bill To

G V RESERCH CENTERS PVT LTD

5-4-187/3 & 4 2nd Floor Soham Nansin MG Road Secunderabad-500003

Contact No.: 9502277299

GSTIN Number: 36AAHCG4562D1ZP

State: 36-Telangana

Ship To

sy no.542 Genome valley Thurkapally

#	Item name	HSN/ SAC	Quantity	Unit	Price/ Unit	Discount	GST	Amount
1	ODC 3080 DOOR CLOSERS	8302	1	NOS	₹ 2,470.00	₹ 988.00 (40%)	₹ 266.76 (18%)	₹ 1,748.76
	Total		**1**			**₹ 988.00**	**₹ 266.76**	**₹ 1,748.76**

Invoice Amount In Words

One Thousand Seven Hundred Forty Nine Rupees only

Amounts:	
Sub Total	₹ 1,748.76
Round off	₹ 0.24
Total	**₹ 1,749.00**
Received	₹ 0.00
Balance	₹ 1,749.00

HSN/ SAC	Taxable amount	CGST		SGST		Total Tax Amount
		Rate	Amount	Rate	Amount	
8302	₹ 1,482.00	9%	₹ 133.38	9%	₹ 133.38	₹ 266.76
Total	**₹ 1,482.00**		**₹ 133.38**		**₹ 133.38**	**₹ 266.76**

Terms and conditions:

Thanks for doing business with us!

Company's Bank details:

Bank Name: KOTAK MAHINDRA BANK LIMITED, HYDERABAD - NAMPALLY

Bank Account No.: 4312001151

Bank IFSC code: KKBK0000553

Account Holder Name: SRI BALAJI ENTERPRISES

For, SRI BALAJI ENTERPRISES

Authorized Signatory

SRI BALAJI ENTERPRISES SBE HYD.

SUMMIT SALES LLP R.R. DIST.
IN WARD
No: 88363
Date: 15/12
Sign:

 08-Dec-21 3:13:07 PM

Purchase Order

83293 .Copy

02.12.21 2:43:08

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			
Sri Balaji Enterprises	**Doc No**	83293	164225
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	04-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	04-12-2021	
9030605690	**SupplyType**	Supply	

Kind Attn : Mr.Seetaram Joshi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	2088 - Carpentry - hardware - Door Closer - NA - nos	1.00	2,470.00	40.00	18.00	1,748.76
					Total Order Value . . .	**1,748.76**

Rupees : One Thousand Seven Hundred Fourty Eight and Paise Seventy Six Only.

Terms and Conditions :-

Specification / Brand	As per details given in the quotation, earing capacity is 80 kgs
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 2 days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation Cost	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 bathroom door sample, purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email.

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ______________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Name : ______________

Date : __/__/____

Purchase Order

 04-Dec-21 1:59:08 PM Original / Office Copy / Purchase Div.Copy

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			
Sri Balaji Enterprises	**Doc No**	83293	164225
H,no.14-1-418, Near ROCKET Ground,New Aghapura Hyderbad-500001	**Doc Date**	04-12-2021	
	Quote No	Nil	
GSTIN 36AEIPJ0494H1ZF	**Quote Date**	04-12-2021	
9030605690	**SupplyType**	Supply	

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Rupees : One Thousand Seven Hundred Fourty Eight and Paise Seventy Six Only.

APPROVED BY
06 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

Terms and Conditions :-

Specification / Brand	As per details given in the quotation, earing capacity is 80 kgs
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all GST taxes
Delivery Date	with in 2 days.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
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For MDs APPROVAL
- [ ] High Value/quantity beyond limits.
- [ ] Po/Req. processed-post approval.
- [x] Approval for technical details/clarification.
- [ ] Replenishing SSLLP stock
- [ ] Other

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : ______________

Name : ______________

Accepted the above Terms And Conditions

For *Sri Balaji Enterprises*

Date : __/__/____

1503

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	1.12.2021
Site & Phase:	Innopolis.	Time:	12:23
Supplier		Req. No.	164225
Material required before date:		ID No.	71724

No	Description	Size	Quantity	Units	Inward No	Date
1.	Door closer	80 kgs	01	No's		
2.						
3.	83293	2470 -40 ×18%				
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Remarks: Towards 2727 block bathroom door sample.			
Prepared By	Nikhil.	Approved by	Mr.Ramesh reddy
Sign. & Date	01.12.2021	Sign. & Date	01.12.2021

Note:

Nikhil 01.12.21

APPROVED
02 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE