PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	Sneha	Serial no.	1514
Supplier name	Sri Sai Vishal Enterprises			HO inward no.	
Firm/Company	GV Research Centre pvt ltd	Project	Innopolis	HO received date	
PO/WO date	3/12/21	PO/WO No.	83243	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	113	16/12/21	15,500/-	☑ Yes ☐ No
2.	114	16/12/21	21,000/-	☑ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	36,500/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☑ Solid block report ☐ Installation report	

MRN nos.:		Proof of delivery matches MRN	☑ 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:	36,500/-
Amount E – PO / WO value:	36,500/-
Amount F – Difference (A – E):	-
Quantity received as per PO /WO	☑ Yes ☐ Excess received ☐ Short received ☐ Part received
Close PO / WO	☐ Yes ☐ No – wait for balance material ☐ Other
Payment – due date	24/1/22
Remarks: - final bill -	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Sneha	Prabhakar			
Sign:	Sneha	APPROVED			
Date	20/1/22	20 JAN 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR
Sr. MANAGER

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

TAX INVOICE ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.
Office : Street No. 17, Tarnaka, Secunderabad.
GSTIN : 36ACZPL1512H1ZF
(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s G.V. Reserch Center pvt ltd

Party GSTIN 36AAHCG4562D1ZP

Inv. No. 113 Date : 16·12·21
D.C. No. Date :
P. O. 83243 Date : 03·12·21
Payment
State : TELANGANA Code : 36

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	20 mm Metal					
2.	Baby Chips					
3.	Stone Dust					
4.	Sand					
5.	Red Mutti					
6.	Granite					
7.	40mm Hand Metal					
8.	Crusher Sand					
9.	12mm Metal					
10.	Flyash ~~Cement Solid~~ Bricks					
	4X8X16					
	6X8X16 →		500	31	No	15,500=00
	6X8X12					

SUMMIT SALES LLP R.R. DIST. INWARD No: 88516 Date: 17/12 Sign: L

Rupees in words Fiveteen Thousand five Hundred only

TOTAL	15,500=00
SGST @ %	–
CGST @ %	–
GRAND TOTAL	15,500=00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368 **Branch : Nacharam**

E. & O.E.

For SRI SAI VISHAL ENTERPRISES

TAX INVOICE ✆ : 8367679193

SRI SAI VISHAL ENTERPRISES

FLY ASH BRICKS

Factory : Godumakunta Vill., Keesara Mdl, Medchal Dist.

Office : Street No. 17, Tarnaka, Secunderabad.

GSTIN : 36ACZPL1512H1ZF

(COMPOSITION TAXABLE PERSON NOT ELIGIBLE TO COLLECT TAX ON SUPPLIES)

M/s G. V. Reserch Century pvt Ltd

Inv. No. 114 Date : 16·12·21

D.C. No. Date :

P. O. 83243 Date : 03·12·21

Payment

Party GSTIN 36AAHCG4562D1ZP

State : **TELANGANA** Code : **36**

S.No.	PARTICULARS	HSN CODE	QTY.	RATE	UNIT	AMOUNT Rs. Ps.
1.	**20 mm Metal**					
2.	**Baby Chips**					
3.	**Stone Dust**					
4.	**Sand**					
5.	**Red Mutti**					
6.	**Granite**					
7.	**40mm Hand Metal**					
8.	**Crusher Sand**					
9.	**12mm Metal**					
10.	Flyash ~~**Cement Solid**~~ **Bricks**					
	4X8X16					
	6X8X16					
	6X8X12		1000	21	Nos	21000=00

SUMMIT SALES LLP R.R. DIST. IN WARD No. 8851? Date: 17/12 Sign: L

Rupees in words Twenty one Thousand only

TOTAL		21000=00
SGST @	%	—
CGST @	%	—
GRAND TOTAL		21000=00

Name : SRI SAI VISHAL ENTERPRISES
Bank Name : HDFC BANK
Account No. : 50200042541343
IFSC Code : HDFC0000368 **Branch : Nacharam**

E. & O.E.

For **SRI SAI VISHAL ENTERPRISES**

Purchase Order

 03-12-2021 14:35:02

83243
02.12.21 2:43:07

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			
Sri Sai Vishal Enterprises	**Doc No**	83243	164238
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	03-12-2021	
	Quote No	Nil	
GSTIN 36ACZPL1512H1ZF	**Quote Date**	19-05-2021	
9391029193 9391029193	**SupplyType**	Supply	

Kind Attn : Akula Lakshmi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	1005 - Building material - Cement Solid Blocks - 6 In x8 In x16 In - nos	500.00	31.00	0.00	0.00	15,500.00
2	1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos *6x 8 x 12*	1,000.00	21.00	0.00	0.00	21,000.00
			Total Order Value . . .			**36,500.00**

Rupees : Thirty Six Thousand Five Hundred Only.

Terms and Conditions :-

Specification /	Items shall be of 25kgs approx.Strength minimum 30kgs/cm2, QC report a must!
Payment Terms	Within 30 days of delivery of all materials & production of bill.
Tax	All taxes included in above price.
Delivery Date	As per request of Project Manager
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Bills must be submitted to H.O. within 30days of supply of material. 10% plty on value of order will be deducted for delay in submission of bills.
Transportation	Included in the above price.
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right items not confirming to qlty & specs. Breakage in your account. Above order for B-Block East side for Transforation partition walls 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 deli vary /DC can be sent by email.

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

Authorised Signatory

Name : 06/12/2021

Name : ____________________

Accepted the above Terms And Conditions

For ***Sri Sai Vishal Enterprises***

Date : __/__/____

1506

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	3.12.2021
Site & Phase:	Innopolis.	Time:	10:53
Supplier		Req. No.	164238
Material required before date:		ID No.	71748

No	Description	Size	Quantity	Units	Inward No	Date
1.	Solid blocks	(6x8x16)"	500	No's		
2.	Solid blocks 83243	(6x8x12)"	1000	No's		
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Remarks: Towards Transformation partition walls

Prepared By	Abdul Rahman	Approved by	Mr.Ramesh reddy
Sign. & Date	03.12.2021	Sign. & Date	03.12.2021

Note:

APPROVED
06 DEC 2021
MINISH PARIKH
MANAGER PROCUREMENT

Cement Blocks – Weekly Delivery Report

Company/ firm:	GVRC	Requisition nos.:	164238	Total PO quantity:	1500
Project:	Innopolis	PO No(s).	83243	Quantity delivered in earlier period:	1500
Block /Flat / Villa no.:	Towards transformer partition wall	Total material delivered	Yes	Quantity delivered during week:	-
Supplier:	Sri Sai vishal Enterprises	Close PO:	Yes	Balance quantity to be delivered:	-
Sign of security	Rajesh.	Sign of Admin	Sridevi	Sign of Project manager	
Date	14.01.2022	Date	14.01.2022	Date	14.01.2022

Details of solid blocks – delivered in earlier period.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.	08.12.2021	01:00 PM	Solid Bricks 6"x8"x16"	500	173	7372	100799
2.	05.12.2021	08:00AM	Solid Bricks 6"x8"x12"	250	169	7352	100798
3.	05.12.2021	08:00AM	Solid Bricks 6"x8"x12"	750	168	7919	102435
	Total:			1500			

Details of solid blocks – delivered during the week.

S No	Date	Time	Block Size & type	Quantity delivered	DC No.	Inward no.	MRN No.
1.							
	Total:						

Remarks:

Note 1 Report to be sent to HO every Saturday with delivery challans of this week with photos 2 Report must have totals calculated 3 Specify block size and block type (solid / hollow) 4 Total quantity and delivered quantity includes all types of blocks