PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	Sneha.	Serial no.	1543
Supplier name	Sri Sai Vishal Enterprises			HO inward no.	
Firm/Company	GV Research Center pvt ltd	Project	Innopolis	HO received date	
PO/WO date	30/11/21	PO/WO No.	83106	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	110	16/12/21	6300/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	6300/-
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:	6300/-
Amount E – PO / WO value:	10,500/-
Amount F – Difference (A – E):	4,200/-
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:	- Part 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 Centre pvt Ltd

Inv. No. 110 Date : 16.12.21
D.C. No. Date :
P. O. 83106 Date : 30.11.21
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.	Fly ash ~~Cement Solid~~ **Bricks**					
	4X8X16 →		300	21	Nos	6300=00
	6X8X16					
	6X8X12					

SUMMIT SALES LLP * R.R. DIST. * IN WARD No: 88521 Date: 17/12 Sign:

Rupees in words Six Thousand three Hundred only

TOTAL		6300=00
SGST @	%	-
CGST @	%	-
GRAND TOTAL		6300=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

83106
25.11.21 3:45:34

 30-11-2021 16:30:19 Origin

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 Sai Vishal Enterprises	**Doc No**	83106	164202
12-13-167,Street no 17, Tarnaka, Medchal, Malkajgiri, Tellangana-500017.	**Doc Date**	30-11-2021	
	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	1004 - Building material - Cement Solid Blocks - 4 In x8 In x16 In - nos *6 In x 8 In x 12 In*	500.00	21.00	0.00	0.00	10,500.00
					Total Order Value . . .	**10,500.00**

Rupees : Ten 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 Yard hydrant pipe support purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

-part bill -
Bill no:- 110, dt:- 16/12/21
amount:- 6300/-
Bal. amount recivab

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name :

Name :

Accepted the above Terms And Conditions
For *Sri Sai Vishal Enterprises*

Date : / /

M85

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	27.11.2021
Site & Phase:	Innopolis	Time:	17:00
Supplier		Req. No.	164202
Material required before date:		ID No.	71609

No	Description	Size	Quantity	Units	Inward No	Date
1.	Solid brick	6"x8"x12"	500	No's		
2.						
3.						
4.	83106					
5.						
6.						
7.						
8.						
9.						
10.						

Remarks:Towards yard hydrant pipe support

Prepared By	Abdul rahaman	Approved by	Mr.Ramesh reddy
Sign. & Date	27.11.2021	Sign. & Date	27.11.2021

Note:

APPROVED
30 NOV 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

Cement Blocks – Weekly Delivery Report

Company/ firm:	GVRC	Requisition nos.:	164202	Total PO quantity:	500
Project:	Innopolis	PO No(s).	83106	Quantity delivered in earlier period:	300
Block /Flat / Villa no.:	Towards Yard hydrant pipe support purpose	Total material delivered	No	Quantity delivered during week:	-
Supplier:	Sri Sai vishal Enterprises	Close PO:	Yes	Balance quantity to be delivered:	200
Sign of security	Praveen	Sign of Admin		Sign of Project manager	
Date	19.01.2022	Date	19.01.2022	Date	19.01.2022

Details of solid blocks – delivered in earlier period.

S No	**Date**	**Time**	**Block Size & type**	**Quantity delivered**	**DC No.**	**Inward no.**	**MRN No.**
1.	20.11.2021	11:15AM	Solid Bricks 4"x8"x16"	300	154	7918	102425
2.							
	Total:			300			

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