PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	20/1/22	Prepared by	Prabhakar	Serial no.	162
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	BNRC	Project	Imopolis	HO received date	
PO/WO date	28/12/21	PO/WO No.	83993	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21253	30/12/21	1,125.72	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1,125.72
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	

MRN nos.:	101608	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:	1,125.72
Amount E – PO / WO value:	1,125.72
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:	

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

PRABHAKAR
SR. MANAGER PURCHASE

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

ORIGINAL INVOICE

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	Invoice No.	21253
GV Research Centres Pvt Ltd	Invoice Date.	30-12-2021
sy no-542, genome valley ,thurkapally ,hyderabad,telagana	PO No.	83993
	PO Date.	28-12-2021
	Req ID	69369
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4561D	Req Date	15-09-2021
	Loc Req No	163844

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7663 - Stationery -other - Executive bag - NA - nos	4202	2	477.00	954.00	18	171.72
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	954.00		171.72
	85.86	85.86	Total Invoice Amount	1,125.72		

Rupees : One Thousand One Hundred Twenty Five and Paise Seventy Two Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 59155 Date: 31/12 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 29-Dec-21 1:28:29 PM Original

83993

5:35:32

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				
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad		**Doc No**	83993	163844
		Doc Date	28-12-2021	
		Quote No	Nil	
GSTIN 36ACQFS2044C1Z7		**Quote Date**	28-12-2021	
040-66335551	9618244433	**SupplyType**	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	7663 - Stationery -other - Executive bag - NA - nos	2.00	477.00	0.00	18.00	1,125.72
					Total Order Value . . .	**1,125.72**

Rupees : One Thousand One Hundred Twenty Five and Paise Seventy Two Only.

Terms and Conditions :-

Specification / Brand	HP 15.6 Inches expandable laptop bag.
Payment Terms	After Delivery & Production of bill
Tax	Included in the above prices
Delivery Date	With in a day
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation Cost	Nil
Warranty	Nil
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications, damages if any in suppliers account, salman 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 ***Summit Sales LLP***

Name : ____________

Date : __/__/____

1179

Requisition Form

Company Name:	GVRC		Date:	15.09.2021
Site & Phase :	INNOPOLIS		Time:	10:00AM
Supplier			Req. No.	163844
Material required before date:		17.09.2021	ID No.	69369

No	Description	Size	Quantity	Units	Inward No	Date
1	Laptop Bags		02	No's		
2	Lenova Charger		01	No's		
3						
4						
5						
6						
7						
8						
9						
10						

83993

Remarks : For salman purpose.

Prepared By	Sridevi	Approved by	Balamuralikrishna
Sign.& Date	15.09.2021	Sign. & Date	15.09.2021

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

15.09.2021

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	18182
GV Research Centres Pvt Ltd	DC Date.	30-12-2021
sy no-542, genome valley ,thurkapally ,hyderabad,telagana	PO No.	83993
	PO Date.	28-12-2021
	Req ID	69369
	Req Date	15-09-2021
GSTIN : 36AAHCG4562D1ZP	Loc Req No	163844

	Description of Goods	HSN/SAC	Qty
1	7663 - Stationery -other - Executive bag - NA - nos	4202	2
2			
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for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003
Email: purchase@modiproperties.com

GSTIN/UNI: 36ACQFS2044C1Z7

.../ Customer / Transporter - Copy

Customer Details
GV Research Centres Pvt Ltd
sy no-542, genome valley ,thurkapally ,hyderabad,telagana

GSTIN : 36AAHCG4562D1ZP

DC No.	18182
DC Date.	30-12-2021
PO No.	83993
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1	7663 - Stationery -other - Executive bag - NA - nos	4202	2
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INWARD
Inward No: 7636 Dt: 30/12/21
MRN No: 101608 Dt: 3/1/22
Received By: Praveen Sign:
G.V.R.C. PVT. LTD.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction