PURCHASE DIVISION
Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 22/1/22 | Prepared by | Prabhakar | Serial no. | [illegible]168[illegible] |
| Supplier name | Anisha Associates | | | HO inward no. | |
| Firm/Company | GNRC. | Project | Amopolis | HO received date | |
| PO/WO date | 18/12/21 | PO/WO No. | 83777 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 268 | 7/1/22 | 6195-00 | ☑ Yes □ No |
| 2. | | | | □ Yes □ No |
| 3. | | | | □ Yes □ No |
| 4. | | | | □ Yes □ No |

| | |
|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | 6195-00 |
| Proof of delivery by way of ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report | |
| MRN nos.: 102063 | 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: | 6195-00 |
| Amount E – PO / WO value: | 6195-00 |
| 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: | | 2 2 JAN 2022 | | | |
| Date | | | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

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

# ANISHA ASSOCIATES

Pidilite
Building Bonds

AUTHORISED DISTRIBUTORS :
DR FIXIT, ROFF, MYK, ZYDEX & CERA CHEM CONSTRUCTION CHEMICALS

No. 3-6-98, Vasavi Towers, West Marredpally Main Road, Secunderabad - 500 026.
✆ : 040-48509804, Mob : 9246589804 E-mail : anishaassociates68@gmail.com

**GSTIN : 36ABTPV3594Q1Z8**

Buyer To M/s G.V Reserch Centers Pvt ltd. Innopolis Genome valley
GSTNo: 36AAHCG 4562D1ZP

No. 268 Date : 07/01/2022

Your order No. 83777 Date 18/12/2021

Our D.C. No. 222 Date : 07/01/2022

Documents Sent through

| S.No. | DESCRIPTION | Packing | Qty. | Unit Price | AMOUNT Rs. | Ps. |
|---|---|---|---|---|---|---|
| 1) | Dr. fixit Feviseal Acetoxy Clear HSN code: 32141000 | 280ml | 25 | 210.00 | 5250 | 00 |
| | | | | Total Taxable | 5250 | 00 |
| | | | | CGST @ 9% | 472 | 50 |
| | | | | SGTS @ 9% | 472 | 50 |
| | | | | IGST @ | / | |
| | | | | TOTAL | 6195 | 00 |

INWARD
Inward No: 7838 Dt: 7/01/22
MRN No: 102063 Dt: 10/01/22
Received By: Sign:
Genome Valley Research Center Pvt. Ltd.

SUMMIT SALES LLP
IN WARD
No. 90054
Date: 24/01
Sign:
R.R. DIST.

Rupees Six Thousand One Hundred and Ninety Five Rupees Only

*Goods once sold will not be taken back or exchanged*
*Subject to Hyderabad Jurisdiction.*

P. Sadashiva

**For Anisha Associates**

# Purchase Order

 20-12-2021 15:11:27

83777
15.12.21 11:28:56

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** | | | | |
|---|---|---|---|---|
| Anisha Associates | | **Doc No** | 83777 | 164302 |
| No.3-6-98, Vasavi Towers, Boosareddyguda, West Marredpally, Main Road, Secunderabad. | | **Doc Date** | 18-12-2021 | |
| | | **Quote No** | Nil | |
| **GSTIN** 36ABTPV3594Q1Z8 | NA | **Quote Date** | 18-12-2021 | |
| 66209804 | 9246589804 | **SupplyType** | Supply | |

**Kind Attn : Mr. Kishan Raj**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST | Amount |
|---|---|---|---|---|---|---|
| 1 | 3130 - Chemicals - Silicon Gel Tube - NA - pkts | 25.00 | 210.00 | 0.00 | 18.00 | 6,195.00 |
| | | | | **Total Order Value . . .** | | **6,195.00** |

Rupees : Six Thousand One Hundred Ninty Five Only.

Terms and Conditions :-

| | |
|---|---|
| **Specification /** | All items shall be of 'Dr. Fixit' brand. |
| **Payment Terms** | After Delivery & Production of bill |
| **Tax** | All taxes included in above price. |
| **Delivery Date** | Next day. |
| **Delivery Location** | Innopolis<br>Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana<br>Phone. Mr. Sanjay - 9502288244 |
| **Penality For Delay** | Nil |
| **Transportation** | 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 2727 block for ground and first floortoilets final fitting work 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

23/12/2021

Name : ____________

Accepted the above Terms And Conditions

For *Anisha Associates*

Name : ____________

Date : __/__/____

1567

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | GVRC | Date: | 16.12.2021 |
| Site & Phase: | Innopolis | Time: | 10:30PM |
| Supplier | | Req. No. | 164302 |
| Material required before date: | 18.12.2021 | ID No. | 72159 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Silicon gel 83777 | std | 25 | No's | | |
| 2 | Fischers | 6mm | 3 | boxes | | |
| 3 | Wooden Screws | 1 ½" | 3 | boxes | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |

APPROVED
17 DEC 2021
P. PRABHAKAR
MANAGER PURCHASE

**Remarks: Towards 2727 block, for ground and first floor toilets final fitting work purpose**

| | | | |
|---|---|---|---|
| Prepared By | Md. Anwar Baig | Approved by | V. Ramesh Reddy |
| | 16.12.2021 | Sign. & Date | 16.12.2021 |

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

16/12/21