PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	8/2/22	Prepared by	Nagendar	Serial no.	2639
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	7/2/22	PO/WO No.	85242	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21948	8/2/22	3,966.89	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3,966.89
Proof of delivery by way of: ☑ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report	
MRN nos.: 103416. 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:	3,966.89
Amount E – PO / WO value:	3,966.89
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	14/2/22
Remarks:	Final bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Nagendar				
Sign:	[signature]				
Date	8/2/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
09 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

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

Summit Sales LLP

ORIGINAL INVOICE

#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.	21948
GV Research center Pvt Ltd	Invoice Date.	08-02-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	85242
	PO Date.	07-02-2022
	Req ID	73598
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	05-02-2022
	Loc Req No	164509

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	7555 - Stationery - other - Paper - A4 - bundles	4810	10	231.00	2,310.00	12	277.20
2	7560 - Stationery - other - Pen - NA - nos	9608	60	3.50	210.00	18	37.80
	Blue-25 Black-25 Red-10						
3	7505 - Stationery - other - Binder Clips - other -	8305	5	38.00	190.00	18	34.20
	32mm						
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2	42.00	84.00	12	10.08
5	7530 - Stationery - other - Folder cover - NA - nos		100	5.50	550.00	18	99.00
	A3						
6	7593 - Stationery - other - Stapler - other - nos	9608	3	36.50	109.50	18	19.72
	small						
7	7594 - Stationery - other - Stapler pin - other - boxes	7415	5	6.00	30.00	18	5.40
	small						
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	3,483.50	483.40
	241.70	241.70	Total Invoice Amount	3,966.89	

Rupees : Three Thousand Nine Hundred Sixty Six and Paise Eighty Nine Only.

for Summit Sales LLP

SUMMIT SALES LLP R.R. DIST. IN WARD No: 96724 Date: 8/2 Sign:

Subject to Hyderabad Jurisdiction

Authorised signatory

Purchase Order

 07-02-2022 15:58:02

85242
31.01.22 4:53:34

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Summit Sales LLP	**Doc No**	85242	164509
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	07-02-2022	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	07-02-2022	
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	7555 - Stationery - other - Paper - A4 - bundles	10.00	231.00	0.00	12.00	2,587.20
2	7560 - Stationery - other - Pen - NA - nos *Blue-25 Black-25 Red-10*	60.00	3.50	0.00	18.00	247.80
3	7505 - Stationery - other - Binder Clips - other - boxes *32mm*	5.00	38.00	0.00	18.00	224.20
4	7563 - Stationery - other - Pencil - NA - boxes	2.00	42.00	0.00	12.00	94.08
5	7530 - Stationery - other - Folder cover - NA - nos *A3*	100.00	5.50	0.00	18.00	649.00
6	7593 - Stationery - other - Stapler - other - nos *small*	3.00	36.50	0.00	18.00	129.21
7	7594 - Stationery - other - Stapler pin - other - boxes *small*	5.00	6.00	0.00	18.00	35.40
				Total Order Value . . .		**3,966.89**

Rupees : Three Thousand Nine Hundred Sixty Six and Paise Eighty Nine Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Working Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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 Site and office work at GMR site purpose.
Completion Date	NA
Measurment	NA
Security	Nil

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

Authorised Signatory

Name : 08/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name :

Date : __/__/____

Purchase Order

 07-02-2022 15:58:02 Original / Office Copy / Purchase Div.Copy

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 : 08/02/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	05.02.2022
Site & Phase:	Innopolis.	Time:	10:50
Supplier		Req. No.	164509
Material required before date:		ID No.	73598

No	Description	Size	Quantity	Units	Inward No	Date
1.	Paper bundles	.A4	01	bundle		
2.	Pens (blue)	-	60	No's		
3.	Pens(black)	-	60	No's		
4.	Pens(red) 85242	-	20	No's		
5.	Binder clips	-	5	packets		
6.	Pencils	-	20	No's		
7.	A3 covers	-	60	No's		
8.	Staplers	-	05	No's		
9.						
10.						
11.						
12.						

Remarks: Towards office use purpose.

Prepared By	S.Nagamani	Approved by	Mr.Ramesh redyy
Sign. & Date	05.02.2022	Sign. & Date	05.02.2022

Note:

APPROVED
08 FEB 2022
MINISH PARIKH
MANAGER PROCUREMENT

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.	18790
GV Research center Pvt Ltd	DC Date.	08-02-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	85242
	PO Date.	07-02-2022
	Req ID	73598
	Req Date	05-02-2022
GSTIN : 36AAHCG4562D1ZP	Loc Req No	164509

	Description of Goods	HSN/SAC	Qty
1	7555 - Stationery - other - Paper - A4 - bundles	4810	10
2	7560 - Stationery - other - Pen - NA - nos	9608	60
3	7505 - Stationery - other - Binder Clips - other - boxes	8305	5
4	7563 - Stationery - other - Pencil - NA - boxes	4421	2
5	7530 - Stationery - other - Folder cover - NA - nos		100
6	7593 - Stationery - other - Stapler - other - nos	9608	3
7	7594 - Stationery - other - Stapler pin - other - boxes	7415	5
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for Summit Sales LLP

Subject to Hyderabad Jurisdiction

INWARD

Inward No: 8206	Dt: 8/2/22
MRN No: 03416	Dt: 8/2/22
Received By: R	Sign: R

Genome Valley Research Center Pvt. Ltd.

8206

Authorised signatory

SUMMIT SALES LLP R.R. DIST.

IN WARD No: 77618 Date: 8/2 Sign: L