PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/03/2022	Prepared by	MINISH	Serial no.	-L. 2661
Supplier name	SSLLP.			HO inward no	
Firm/Company	GVDC	Project	Goupolis.	HO received date	
PO/WO date	26/08/2021	PO/WO No.	80005.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22466.	08/03/2022.	1,770/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			1,770/-	
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:	1,770/-
Amount E – PO / WO value:	1,770/-
Amount F – Difference (A – E):	-NIL-
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	09/03/2022
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:		08 MAR 2022			
Date		MINISH PARIKH MANAGER PROCUREMENT			
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.

5

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	80005	PO date:	26/8/21
Req. no.:	13326	Req. date:	17/8/21
Material received	☐ Part ☑ Full	MRN nos.:	
If material partially delivered then can balance material be ordered by new requisition/PO	☑ No further material required and PO can be closed. ☑ No material cannot be ordered by new PO. ☑ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes ☐ No
Remarks by engineer: Material Recieved but DC not Recieved.			

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
J. Soundarya	[signature]	4/3/22	Bharat Varur.	[signature]	04/03/2022

Data required from accounts:	
Are any bills received wrt to this PO.	☐ Yes for full PO ☐ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	Bill not received
Remarks by Accountants: Bill not received	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
	[signature]	5/3/22			

Action taken by purchase:	
Status of PO	☐ PO closed and email sent to supplier. ☐ PO open material awaited.
Status of proof of delivery:	☐ Proof of delivery received. ☐ Proof of delivery not available with site or purchase.
Original barcoded PO available	☐ Yes ☐ No – certified copy received from accounts.
Original bill available	☐ Yes ☐ No – certified copy obtained from supplier.
Supplier's ledger available	☐ Yes ☐ No
Advice for credit to supplier	☐ Prepared for entire PO ☐ Part of PO and PO closed. ☐ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

~~Make Bill~~

Make ACS.

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

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	
GV Discovery Center Pvt Ltd	
119,191, Synergy Square1	
GSTIN : 36AAHCG4940K1ZC	PAN AAHCG4940K

Invoice No.	22466
Invoice Date.	08-03-2022
PO No.	80005
PO Date.	26-08-2021
Req ID	68535
Req Date	17-08-2021
Loc Req No	13326

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8277 - Steel - other - Septic Tank cutter type STD - with Mesh		1	1500.00	1,500.00	18	270.00
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST				
			Total Taxable Amount	1,500.00		270.00
	135.00	135.00	Total Invoice Amount		1,770.00	

Rupees : One Thousand Seven Hundred Seventy Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 91951 Date: 8/3 Sign:

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-50003
G S T No. : 36AAHCG4940K1ZC

Supplier Details			
Summit Sales LLP 5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc No**	80005	13326
	Doc Date	26-08-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	14-05-2018	
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	8277 - Steel - other - Septic Tank cutter type automatic 1300BW MS Frame - STD - nos *STD - with Mesh*	1.00	1,500.00	0.00	18.00	1,770.00
					Total Order Value . . .	**1,770.00**

Rupees : One Thousand Seven Hundred Seventy Only.

Terms and Conditions :-

Specification / Brand	Fabrication, grinding & powder coating should be of good quality.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
Penality For Delay	Bills must be submitted to H.O. within 30 days of completion of work.10% plty on value of order will be deducted for delay in submission of bills.
Transportation Cost	Extra.
Warranty	1 year on workmanship
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Cutter pump purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Sangeeth
Sign:
Date: 26/1/22

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

26/8/21

Name : ______________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	G. V. Discovery Centre	Date:	17.08.2021
Site & Phase :	SYNERGY 119,191	Time:	15:00 Hrs
		Req. No.	13326
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1	Cutter pump	1.75 hp	01	nos		
3	Cutter pump mesh stand	std	01	nos		
4	Cutting blades	4"	30	nos		
5						
6						
7			08/08/22			
8						
9						

Remarks: for site use purpose .

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	17-08-2021	Sign. & Date	17-08-2021

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

APPROVED BY
17 AUG 2021
K. NARSINGA RAO
Project Manager