PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	08/03/2022	Prepared by	MINISH.	Serial no.	2655
Supplier name	SSLLP.			HO inward no.	
Firm/Company	GVDL	Project	Genopoli's.	HO received date	
PO/WO date	14/12/2021	PO/WO No.	83579.	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	21187.	28/12/2021	2,319/-	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No
Amount A – Bills total (Excluding Transport & Hamali Charges):			2,319/-	
Proof of delivery by way of: □ DCs/bill □ Steel report □ RMC pour report □ Solid block report □ Installation report				
MRN nos :	101406.		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:	2,319/-
Amount E – PO / WO value:	3,657/-
Amount F – Difference (A – E):	1,338/-
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: final Bill	

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

5

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	83579	PO date:	14/12/21
Req. no.:	13431	Req. date:	13/12/21
Material received	☑ Part □ Full	MRN nos.:	100805, 101406
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: full material 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	94095
Remarks by Accountants:	

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.

Check and get certied bill

5/3

TAX 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	Invoice No.	21187
119,191, Synergy Square1	Invoice Date.	28-12-2021
	PO No.	83579
	PO Date.	14-12-2021
	Req ID	72027
GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K	Req Date	13-12-2021
	Loc Req No	13431

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9595 - Tools - Staff Helmets - NA - nos		15	131.00	1,965.00	18	353.70
	White						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	1,965.00	353.70
	176.85	176.85	Total Invoice Amount	2,318.70	

Rupees : Two Thousand Three Hundred Eighteen and Paise Seventy Only.

SUMMIT SALES LLP IN WARD No: 91964 Date: 8/2/22 Sign: R.R. DIST.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Scom PO :- 94095

Purchase Order

 14-12-2021 15:36:27 Or 83579

09.12.21 3:17:43

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

GSTIN 36ACQFS2044C1Z7
040-66335551 9618244433

Doc No	83579	13431
Doc Date	14-12-2021	
Quote No	Nil	
Quote Date	14-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 9595 - Tools - Staff Helmets - NA - nos *White*	15.00	131.00	0.00	18.00	2,318.70
2 6164 - Miscellaneous - Safety Jacket - NA - Nos *Green*	15.00	85.00	0.00	5.00	1,338.75
		Total Order Value . . .			**3,657.45**

Rupees : Three Thousand Six Hundred Fifty Seven and Paise Fourty Five Only.

Books of accounts verified and no bills wrt this PO were received by accounts
Name:
Sign:
Date:

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	119, 191 Synergy Square 1 - Phone. -
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 Clients visit 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 Discovery Center Pvt Ltd*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________

Date : __/__/____

1551

Requisition Form

Company Name:	G. V. Discovery Center	Date:	13.12.2021
Site & Phase :	SYNERGY 119,191	Time	11:00 Hrs
		Req. No.	13431
Material required before date:	Urgent	ID No.	72027

No	Description	Size	Quantity	Units	Inward No	Date
1	White helmets	std	15	nos		
2	Green jackets	std	15	nos		
3						
4	83579					
5						

Remarks: For clients visit purpose.

Prepared By:	Vineetha reddy	Approved by	K.Narsing rao
Sign.& Date	13.12.2021	Sign. & Date	13.12.2021

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

APPROVED
13 DEC 2021
P. PRABHAKAR
Sr. MANAGER PURCHASE

APPROVED BY
13 DEC 2021
PROJECT MANAGER
G.V.D.C.

DELIVERY CHALLAN

Summit Sales LLP

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

Email: purchase@modiproperties.com

upplier / Customer / Transporter - Copy **GSTIN/UNI: 36ACQFS2044C1Z7**

Customer Details	DC No.	18119
GV Discovery Center Pvt Ltd	DC Date.	28-12-2021
119,191, Synergy Square1	PO No.	83579
	PO Date.	14-12-2021
	Req ID	72027
GSTIN : 36AAHCG4940K1ZC	Req Date	13-12-2021
	Loc Req No	13431

	Description of Goods	HSN/SAC	Qty
1	9595 - Tools - Staff Helmets - NA - nos		15
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 1033 Dt: 28/12/21
GRN No: 101406 Dt: 11:02
Received By: Security Sign: Ranjan
Genome Valley Discovery Center Pvt. Ltd

SUMMIT SALES LLP R.R. DIST.
78318
81 3

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory