PURCHASE DIVISION
Advice for approval for credit to supplier

E

Date:	9/3/22	Prepared by	Monika	Serial no.	- 2734
Supplier name	SSLLP			HO inward no.	
Firm/Company	GVDC	Project	Grenopolis	HO received date	
PO/WO date	16/7/22	PO/WO No.	78694	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22465	8/3/22	1912/-	□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	1912/-
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:	1912/-
Amount E – PO / WO value:	1912/-
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	14/3/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Monika				
Sign:	Monika	10 MAR 2022			
Date	9/3/22				
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
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.

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	78694	PO date:	16/7/21
Req. no.:	13279	Req. date:	9/7/21
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 from SSLLP with out DC			

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]	4/3/21	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:	

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	Invoice No.	22465
GV Discovery Center Pvt Ltd	Invoice Date.	08-03-2022
119,191, Synergy Square1	PO No.	78694
	PO Date.	16-07-2021
	Req ID	67379
GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K	Req Date	09-07-2021
	Loc Req No	13279

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	9110 - Tiles - Stained Concrete Grigio -		2	810.00	1,620.00	18	291.60
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST			
			Total Taxable Amount	1,620.00	291.60
	145.80	145.80	Total Invoice Amount	1,911.60	

Rupees : One Thousand Nine Hundred Eleven and Paise Sixty Only.

SUMMIT SALES LLP
IN WARD
No: 91950
Date: 8/3
Sign: L

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

Purchase Order

 16-Jul-21 2:08:29 PM

78694
12.07.21 11:12:24

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		**Doc No**	78694	13279
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad		**Doc Date**	16-07-2021	
		Quote No	nIL	
GSTIN 36ACQFS2044C1Z7		**Quote Date**	16-07-2021	
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	9110 - Tiles - Stained Concrete Grigio - 600mmx1200mm - Boxes	2.00	810.00	0.00	18.00	1,911.60
					Total Order Value . . .	**1,911.60**

Rupees : One Thousand Nine Hundred Eleven and Paise Sixty Only.

Terms and Conditions :-

Specification / Brand	Brand will be Ispiria- nexion, rate per sft is 4'X2'-51.45, coverage are is 4'x2'- 15.42
Payment Terms	After delivery
Tax	Included
Delivery Date	With in a day
Delivery Location	119, 191 Synergy Square 1 - Phone. -
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, damage is in suppliers account above order is for site office entrence steps , purpose
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Nil

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

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

Name : ____________

Name : ____________

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Date : __/__/____