

PURCHASE DIVISION
Advice for approval for credit to supplier

Date: 9/3/22		Prepared by: <i>Manish</i>		Serial no.																															
Supplier name: SShwp				HO inward no. 2736																															
Firm/Company: GUDC		Project: Gumpoli		HO received date																															
PO/WO date: 30/8/21		PO/WO No. 80109		Scan ID.																															
Sl no.	Bill no.	Bill date	Bill amount	Original attached																															
1.	22467	8/3/22	17701-	☒ Yes ☐ No																															
2.				☐ Yes ☐ No																															
3.				☐ Yes ☐ No																															
4.				☐ Yes ☐ No																															
Amount A - Bills total (Excluding Transport & Hamali Charges):				17701-																															
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:				17701-																															
Amount E - PO / WO value:				17701-																															
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:																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Approved by</td> <td>Purchase Officer</td> <td>Purchase Manager</td> <td>MD</td> <td>Accountant</td> <td>Accounts Manager</td> </tr> <tr> <td>Name:</td> <td><i>Manish</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sign:</td> <td><i>Manish</i></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td>9/3/22</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approval limit</td> <td>Upto 20k</td> <td>Above 20k</td> <td>Above 100k</td> <td>Upto 20k</td> <td>Above 20k</td> </tr> </table>						Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager	Name:	<i>Manish</i>					Sign:	<i>Manish</i>					Date	9/3/22					Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k
Approved by	Purchase Officer	Purchase Manager	MD	Accountant	Accounts Manager																														
Name:	<i>Manish</i>																																		
Sign:	<i>Manish</i>																																		
Date	9/3/22																																		
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.

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	80109	PO date:	30/8/21
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 received without 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. Soudarya	[Signature]	4/3/21	Bharat Varun	[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

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.

Mahabir
Mah ACS



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

1 of 1 :

Customer Details				Invoice No.	22467		
GV Discovery Center Pvt Ltd 119,191, Synergy Square1				Invoice Date.	08-03-2022		
				PO No.	80109		
				PO Date.	30-08-2021		
				Req ID	68535		
				Req Date	17-08-2021		
GSTIN : 36AAHCG4940K1ZC				Loc Req No	13326		
PAN AAHCG4940K							
	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8277 - Steel - other - Septic Tank cutter type		1	1500.00	1,500.00	18	270.00
	STD - with Mesh						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
IGST				CGST	SGST	Total Taxable Amount	
				135.00	135.00	Total Invoice Amount	
					1,500.00		270.00
						1,770.00	

Rupees : One Thousand Seven Hundred Seventy Only.

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction



Purchase Order



80109

27.08.21 3:31:34

Page(s) 1 Of 1

30-08-2021 14:20:23

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	80109	13326
Doc Date	30-08-2021	
Quote No	Nil	
Quote Date	14-05-2018	
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.

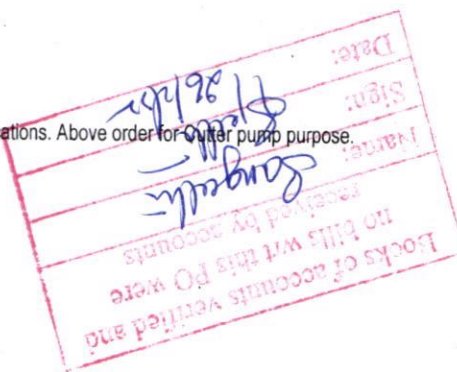
Terms and Conditions :-**Specification / Brand** Fabrication, grinding & powder coating should be of good quality.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next day.**Delivery Location** 119, 191 Synergy Square 1

Phone.

Penalty For Delay Bills must be submitted to H.O. within 30 days of completion of work.10% pty 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**

DL Not Received at site

Note:- Material Received.

For **G V Discovery Center Pvt Ltd**

Authorised Signatory

Name: _____

Name : _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Date : ____/____/____