PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/8/22	Prepared by	Prabhakar	Serial no.	C-2832
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	GVRC	Project	Amgolts	HO received date	
PO/WO date	12/11/21	PO/WO No.	82560	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22523	9/8/22	2,99,728.97	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	2,99,728.97
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:	2,99,728.97
Amount E – PO / WO value:	2,99,728.97
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	14/8/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		Prabhakar			
Sign:					
Date					
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

APPROVED
09 MAR 2022
P. PRABHAKAR
Sr. MANAGER PURCHASE

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		
GV Research center Pvt Ltd	Invoice No.	22523
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	Invoice Date.	09-03-2022
	PO No.	82560
	PO Date.	12-11-2021
	Req ID	70703
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	27-10-2021
	Loc Req No	164074

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	8267 - Steel - other - MS Structure - NA - Sft		1539.4	165.00	254,007.60	18	45,721.36
	For Panel Room - 6.388 x 6.388 x 3.01						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	254,007.60	45,721.36
	22,860.68	22,860.68	Total Invoice Amount	299,728.97	

Rupees : Two Lakh(s) Ninty Nine Thousand Seven Hundred Twenty Eight and Paise Ninty Seven Only.

SUMMIT SALES LLP
IN WARD
No: 92144
Date: 10/3
Sign:

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	82560	PO date:	12/11/21
Req. no.:	164074	Req. date:	27/10/21
Material received	□ Part ☑ Full	MRN nos.:	MRN closed.
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:	– Final Bill –		

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
Sidevi	[signature]	4/3/22	T. MAITO	[signature]	4/3/22

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:	

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.

Get proof of delivery.
Make bill.
Make advice for credit!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

OUTWARD - GATE PASS No. 3635

		24/11/21	Time:		15:00		
Company		Summit Sales LLP					
Project/site:		Summit Housing LLP					
Destination:		G.V Research Centre Pvt Ltd.					
Outward No.		Vehicle type	Vehicle No		Vehicle driver		
1140		DCM	AP28TB4620		M.D Raseed		
	Material Description		Quantity	Units	Approx. rate	Amount	
1	M.S Sq. pipe 4" x 14'1"		08	Lenth			
2.	M.S Sq. pipe 3" x 9'11"		24	"			
3	—do— 3" x 12'5"		10	"			
4	—do— 3" x 20'		01	"			
5	—do— 3' x 9'10"		02	"			
6.	—do— 3' x 20"		06	"			
7	—do— 3' x 10'		04	"			
8.							
9							
10.							
	Total						

Charges/refund	Purpose for transfer	Other details (to be filled by Admin audit)
☐No charge	☐Return to supplier for exchange	☐Material received by inward no.______ & date ______
☐For refund from supplier	☐Return to supplier for refund	Details of credit note from supplier date ____ & Amount Rs. ______/-
☑Transfer to other site/project	☐On loan to be returned	Return of material - inward no. ______ & date ______
☐Transfer to other site/ project	Cost of material to be collected: ☐Collect 100% cost - new material ☐Collect 60% cost - old material ☐No charges to be collected - value deemed to be nil.	GST bills to be raised ☐ Yes ☐ No GST bill no. ______, Amount ______ date ______
☐Transfer to another phase of firm/company/project	☐No charges to be collected	NA
☐ No charge	☐for repairs & service	☐Material received by inward no. ______ & date ______
☐ Other	Details:	Details:

Remarks. For site use purpose Po. 82560/16925

Gate pass approved by	Project manager	Admin in-charge	Security	
Sign:				
Received by other site on:	Inward No	Admin sign:	Security sign.	
Approved by	Project accountant	Accounts manager	Admin - Audit	MD
Sign:				

INWARD
Inward No: 7183
Dt: 24/11/21
MRN No:
Received By:
Sign:
Genome Valley Research Centre Pvt Ltd

Note: 1. In case of long list attach a separate signed list. 2. Approx rate & amount to be filled by site. 3. Original (white copy) to be sent with material t recipient site. Recipient must sign it and send it to Admin - audit. 4. Pink copy to be sent to Admin - audit. 5. In units enter nos, kgs, sft, rft, etc. Project manager / Sr Engg and Admin in-charge from the issuing site must sign the gate pass. 7 Admin-audit to process gate pass, fill required detail make GST bills etc and send to MD for approval once in a fortnight.

Purchase Order

82560
09.11.21 4:15:57

Page(s) 1 Of 1 12-11-2021 13:20:03

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**	82560	164074
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad	**Doc Date**	12-11-2021	
	Quote No	Nil	
GSTIN 36ACQFS2044C1Z7	**Quote Date**	10-11-2021	
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	8267 - Steel - other - MS Structure - NA - Sft *For Panel Room - 6.388 x 6.388 x 3.01*	1,539.44	165.00	0.00	18.00	299,728.97
					Total Order Value . . .	**299,728.97**

Rupees : Two Lakh(s) Ninty Nine Thousand Seven Hundred Twenty Eight and Paise Ninty Seven Only.

Terms and Conditions :-

Specification / Brand Fabrication, grinding & powder coating should be of good quality. Above rates approved by M.D. vide approval dtd. 10-11-2021.

Payment Terms After Delivery & Production of bill

Tax All taxes included in above price.

Delivery Date Within 4days.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Mr. Sanjay - 9502288244

Penality For Delay Nil

Transportation Cost Included in the above price.

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 2727 block Terrace floor Panel room purpose.

Completion Date Nil

Measurment Payment will be made as per measurement of laid and fixed material. Wastage at suppliers cost.

Security Supplier shall be responsible for security and storage of material at site at its risk and cost.

Remarks

Books of accounts verified and no bills wrt this PO were received by accounts
Name: A. Praveen Raju
Sign: A Praveen Sai
Date: 13-3-22

For *G V Reserch Centers Pvt Ltd*
Authorised Signatory

Name : 12/11/2021

Accepted the above Terms And Conditions
For *Summit Sales LLP*

Name :

Date : _/_/_

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Requisition Form

Company Name:	GV Research Centers Pvt Ltd	Date:	27-10-21
Site & Phase :	Innopolis	Time:	16:30
Supplier		Req. No.	164074
Material required before date:		ID No.	70703

No	Description	Size	Quantity	Units	Inward No	Date
1.	M.S. Structure for panel room	(6.388x6.388x3.01)	01	No's		
2.						
3.						
4.						
5.						
6	₹2560					
7.						
8						
9						
10						

APPROVED BY
01 NOV 2021
SOHAM MODI
MANAGING DIRECTOR

Remarks: Towards 2727 block terrace floor panel room purpose

Prepared By :	S.Nagamani	Approved by	Mr.Balalmurali Krishna
Sign.& Date :	27-10-21	Sign. & Date	27-10-21

Note:

27-10-21

For MDs APPROVAL

- ☐ High Value/quantity beyond limits.
- ☐ Po/Req. processed-post approval.
- ☐ Approval for technical details/clarification.
- ☐ Replenishing SSLLP stock
- ☑ Other

T.D.

1/11/21