PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	9/3/22	Prepared by	[illegible]	Serial no.	2833
Supplier name	Summit Sales LLP			HO inward no.	
Firm/Company	GVRC	Project	Innopolis	HO received date	
PO/WO date	29/12/22	PO/WO No.	849148	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	22207	19/2/22	8162.06	☑ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
4.				□ Yes □ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	8162.06

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:	8162.06
Amount E – PO / WO value:	24,486.18
Amount F – Difference (A – E):	16,324.00
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
Remarks:	Final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		APPROVED [signature]			
Sign:					
Date		09 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

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	Invoice No.	22207
GV Research center Pvt Ltd	Invoice Date.	19-02-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	84948
	PO Date.	29-12-2021
	Req ID	73326
GSTIN : 36AAHCG4562D1ZP PAN AAHCG4562D	Req Date	28-01-2022
	Loc Req No	164474

	Description of Goods	HSN/SAC	Qty	Rate	Gross	Tax%	Tax Amt
1	6066 - Miscellaneous - Armor Board - NA - Nos	39211900	10	691.70	6,917.00	18	1,245.06
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

IGST	CGST	SGST	Total Taxable Amount	6,917.00		1,245.06
	622.53	622.53	Total Invoice Amount	8,162.06		

Rupees : Eight Thousand One Hundred Sixty Two and Paise Six Only.

SUMMIT SALES LLP
INWARD
No. 92198
Date 16/2

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	84948	PO date:	29/01/22
Req. no.:	164474	Req. date:	28/01/22
Material received	□ Part ☑ Full	MRN nos.:	103281
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
Sridevi	(Sri)	4/3/22	T. MADHO	Madhu	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
	[illegible]	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.

~~Geet~~ Get proof of Delivery

Make bill

Make advice for credit!

APPROVED BY
05 MAR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 3-3-22 ver2

Purchase Order

Page(s) 1 Of 1   29-01-2022 11:29:30   Scan No:- 97090   Orig

84948
08.01.22 12:01:49

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5000(
G S T No. : 36AAHCG4562D1ZP

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	84948	164474
Doc Date	29-12-2021	
Quote No	NIL	
Quote Date	13-12-2021	
SupplyType	Supply	

Kind Attn : Hamendra,Prabhakar

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6066 - Miscellaneous - Armor Board - NA - Nos	30.00	691.70	0.00	18.00	24,486.18
					Total Order Value . . .	**24,486.18**

Rupees : Twenty Four Thousand Four Hundred Eighty Six and Paise Eighteen Only.

Terms and Conditions :-

Specification /	As per details given in the quotation.
Payment Terms	After Delivery & Production of bill
Tax	All taxes included in above price.
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
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 site use 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 invoice must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email

PART DELIVERY DETAILS

S.no.	Bill no.	Bill Dt.	Amount
1.	21802	1/2/22	16,324/-
2.	22207	19/2/22	8162.06
3.			
4.			
5.			

For *G V Reserch Centers Pvt Ltd*

Authorised Signatory

Name : 31/01/2022

Accepted the above Terms And Conditions

For ***Summit Sales LLP***

Name : ____________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	28.01.2022
Site & Phase:	Innopolis.	Time:	10:44
Supplier	24.01.2022	Req. No.	164474
Material required before date:		ID No.	73326

No	Description	Size	Quantity	Units	Inward No	Date
1	Mastic pads 84948	4x8	30	No's		
2						

APPROVED

28 JAN 2022

MINISH DABKH
MANAGER PROCUREMENT

Remarks: Towards site use purpose.

Prepared By	Ramesh	Approved by	Mr.Madhu
Sign. & Date	28.01.2022	Sign. & Date	28.01.2022

Note:

DELIVERY CHALLAN

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

GSTIN/UNI: 36ACQFS2044C1Z7

Customer Details	DC No.	19006
GV Research center Pvt Ltd	DC Date.	19-02-2022
Sy No. 542, Genome vallaey, Thurkapally, Hyderabad	PO No.	84948
	PO Date.	29-12-2021
	Req ID	73326
	Req Date	28-01-2022
GSTIN : 36AAHCG4562D1ZP	Loc Req No	164474

	Description of Goods	HSN/SAC	Qty
1	6066 - Miscellaneous - Armor Board - NA - Nos	39211900	10
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

INWARD
Inward No: 8345 Dt: 21/02/22
MRN No: 04002 Dt: 21/02/22
Received By: R Sign:
G.V.R.C. PVT. LTD.

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

SUMMIT SALES LLP
IN WARD
No: 78409
Date: 10/3
Sign:
DIST.

Authorised signatory