PURCHASE DIVISION

Advice for approval for credit to supplier

| | | | | | |
|---|---|---|---|---|---|
| Date: | 14/03/2022 | Prepared by | MANISH | Serial no. | 2015 |
| Supplier name | 8SLLP. | | | HO inward no. | |
| Firm/Company | GVPL | Project | Genopolis. | HO received date | |
| PO/WO date | 08/07/2021 | PO/WO No. | 78437 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 18211 | 10/07/2021 | 3,067/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | | | |
|---|---|---|---|
| Amount A – Bills total (Excluding Transport & Hamali Charges): | | 3,067/- | |
| 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: | | | 3,067/- |
| Amount E – PO / WO value: | | | 3,067/- |
| 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 | 15/03/2022. | | |
| Remarks: | | | |

| Approved by | Purchase Officer | Purchase Manager | MD | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | | | | | |
| Sign: | | 14 MAR 2022 | | | |
| 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.

pm

Form for closure of purchase order

| Data required from site/engineers: | | | |
|---|---|---|---|
| PO no.: | 78437 | PO date: | 8/7/21 |
| Req. no.: | 13275 | Req. date: | 7/7/21 |
| Material received | ☑ Part ☑ Full | MRN nos.: | 94195 |
| If material partially delivered then can balance material be ordered by new requisition/PO | ☑ No further material required and PO can be closed.<br>☑ No material cannot be ordered by new PO.<br>☑ PO can be closed and balance material can be ordered by new requisition. | Can PO be closed? | ☑ Yes ☐ No |
| Remarks by engineer: | full Material is 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 | |
| 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.<br>☐ PO open material awaited. |
| Status of proof of delivery: | ☑ Proof of delivery received.<br>☐ Proof of delivery not available with site or purchase. |
| Original barcoded PO available | ☑ Yes<br>☐ No – certified copy received from accounts. |
| Original bill available | ☑ Yes<br>☐ No – certified copy obtained from supplier. |
| Supplier's ledger available | ☑ Yes<br>☐ No |
| Advice for credit to supplier | ☐ Prepared for entire PO ☐ Part of PO and PO closed.<br>☐ Prepared for part of PO and balance material awaited. |
| Remarks by purchase: | Already scanned ap M-codes scan ID No:- 90934 |

| Prepared by | Sign | Date | Purchase manager | Sign | Date |
|---|---|---|---|---|---|
| | | | 08 MAR 2022 | 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

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

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
119,191, Synergy Square1

GSTIN : 36AAHCG4940K1ZC PAN AAHCG4940K

| | |
|---|---|
| Invoice No. | 18211 |
| Invoice Date. | 10-07-2021 |
| PO No. | 78437 |
| PO Date. | 08-07-2021 |
| Req ID | 67311 |
| Req Date | 07-07-2021 |
| Loc Req No | 13275 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 8507 - Stone - granite - Steel Grey - 19mm - sft<br>1'3" x 4'3" - 06 nos | 6802 | 31.875 | 74.55 | 2,376.28 | 18 | 427.72 |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | | 31.875 | 7.00 | 223.12 | 18 | 40.16 |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |

| IGST | CGST | SGST | | | | |
|---|---|---|---|---|---|---|
| | | | Total Taxable Amount | 2,599.40 | | 467.88 |
| | 233.94 | 233.94 | Total Invoice Amount | 3,067.29 | | |

Rupees : Three Thousand Sixty Seven and Paise Twenty Nine Only.

SUMMIT SALES LLP
INWARD
No: 91949
Date: 8/3
Sign:
R.R. DIST.

**for Summit Sales LLP**

*Authorised signatory*

Subject to Hyderabad Jurisdiction

DELIVERY CHALLAN

# SUMMIT SALES LLP

# 5-4-187/3 & 4 II Floor, M.G. Road, secunderabad - 500 003.
Tel : 040 - 6633 5551

M/s G.V. Discovery Centre (P) Ltd

Site:

| | |
|---|---|
| DC No. | 3698 |
| Date | : 8/7/21 |
| Vehicle No. | : TS10UB8387 |
| P.O. / W.O. No. | : 78437 |
| P.O. / W.O. Date | : 8/7/21 |

| Sl. No. | PARTICULARS | Quantity |
|---|---|---|
| 1 | Granite steel grey (19 mm) 1'.3" x 4'.3" = 06 Nos | 31.88 Sft |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | 31.88 Sft |

INWARD
Inward No: 674 Dt: 09/07/21
MRN No: Dt: 6.03
Received By: Sign:
Genome Valley Discovery Center Pvt. Ltd.

GSTIN :

Received the above materials in good condition.

Received by : G.K. Raju

Date : 8/7/21

Stamp:

SUMMIT SALES LLP R.R. DIST.
INWARD No: 75327 Date: 8/7 Sign:

For SUMMIT SALES LLP

Authorised Signatory

Scan No :- 90934

# Purchase Order

78437

06.07.21 4:42:38

 08-07-2021 14:23:23

From Company : **G V Discovery Center Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion ,MG Road, Secunderabad-500003
G S T No. : 36AAHCG4940K1ZC

| **Supplier Details** | | | |
|---|---|---|---|
| Summit Sales LLP<br>5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad | **Doc No** | 78437 | 13275 |
| | **Doc Date** | 08-07-2021 | |
| | **Quote No** | Nil | |
| **GSTIN** 36ACQFS2044C1Z7 | **Quote Date** | 08-07-2021 | |
| 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 | 8507 - Stone - granite - Steel Grey - 19mm - sft<br>*1'3" x 4'3" - 06 nos* | 31.88 | 74.55 | 0.00 | 18.00 | 2,804.01 |
| 2 | 6188 - Miscellaneous - Hamali charges - NA - Per Sft | 31.88 | 7.00 | 0.00 | 18.00 | 263.29 |
| | | | | **Total Order Value . . .** | | **3,067.30** |

Rupees : Three Thousand Sixty Seven and Paise Thirty Only.

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

**Terms and Conditions :-**

| | |
|---|---|
| **Specification / Brand** | All items shall be of 19mm thickness slabs. The above rates only for material supply. |
| **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<br>-<br>Phone. - |
| **Penality For Delay** | Bills must be submitted to H.O. within 30days of completion of work.10% plty on value of order will be deducted for delay in submission of bills. |
| **Transportation Cost** | Included in above price. |
| **Warranty** | Nil |
| **Advance Paid** | Nil |
| **Other Terms** | We reserve the right to reject items not conforming to quality and specifications. Above order for Site Office steps 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** | Skirting Rs. 12/- per rft for labour only. |

For *G V Discovery Center Pvt Ltd*

Authorised Signatory

08/07/2021

Name :

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name :

Date : __/__/____

Requisition Form

| | | | |
|---|---|---|---|
| Company Name: | G. V. Discovery Centre | Date: | 07-07-2021 |
| Site & Phase : | SYNERGY 119,191 | Time: | 11:00 Hrs |
| | | Req. No. | 13275 |
| Material required before date: | Urgent | ID No. | 67311 |

| No | Description | Size | Quantity | Units | Inward No | Date |
|---|---|---|---|---|---|---|
| 1 | Seel gray granite | 1'-3"X4'-3" | 6 | NOS | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | 78427 | | | | | |
| 5 | | | | | | |
| 6 | | | | APPROVED | | |
| 7 | | | | 08 JUL 2021 | | |
| 8 | | | | MINISH PARIKH MANAGER PROCUREMENT | | |

| | | | |
|---|---|---|---|
| Remarks: For site office steeps use purpose. | | | |
| Prepared By: | V.Sanketh | Approved by | K.Narsing rao |
| Sign.& Date | 07-07-2021 | Sign. & Date | 07-07-2021 |

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