PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date:	23/03/22	Prepared by	Prabhakar	Serial no.	2439
Supplier name	Reflection electricals pvt ltd			HO inward no.	
Firm/Company	GV Research centers pvt ltd	Project	GVRC	HO received date	
PO/WO date	27/12/21	PO/WO No.	83930	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	3450	28/12/21	7,190/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	7,190/-
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:	7,190/-
Amount E – PO / WO value:	7,190/-
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	28/03/22
Remarks:	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:		[signature]			
Sign:		APPROVED			
Date		23 MAR 2022			
Approval limit	Upto 20k	Above 20k	Above 100k	Upto 20k	Above 20k

P. PRABHAKAR

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

Sales Invoice

Reflections Electricals Pvt Ltd.
5-4-187/7, M G Road & R P Road Junction
Ranigunj, Secunderabad 500003 T.S
Phone: 04027543785, 9705577776
GSTIN/UIN: 36AADCR2047Q1ZZ
State Name : Telangana, Code : 36
E-Mail : reflections_hyderabad@yahoo.com

Invoice No. **3450**	Dated **28-Dec-2021**
Delivery Note **858**	Mode/Terms of Payment **Against Delivery**
Reference No. & Date. **3450 dt. 28-Dec-2021**	Other References
Buyer's Order No. **83930/164312**	Dated **27-Dec-2021**
Dispatch Doc No.	Delivery Note Date **28-Dec-2021**
Dispatched through **Your Self**	Destination **Genome Valley**
Terms of Delivery	

Consignee (Ship to)
G V Research Centers Pvt Ltd
5-4187/3&4, Soham Mansion, M G Road,
Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36

Buyer (Bill to)
G V Research Centers Pvt Ltd
5-4187/3&4, Soham Mansion, M G Road,
Secunderabad
GSTIN/UIN : 36AAHCG4562D1ZP
State Name : Telangana, Code : 36
Place of Supply : Telangana

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**LED Slim Panel 12W Rd 6500K D811265**	940540	12 %	**12.0000 nos**	535.00	nos	**6,420.00**
	OUTPUT CGST						**385.20**
	OUTPUT SGST						**385.20**
	Less : ***Rounding Off***						**(-)0.40**
	Total			**12.0000 nos**			**₹ 7,190.00**

SUMMIT SALES LLP INWARD No: 92397 Date: 21/3 Sign: R.R. DIST.

E. & O.E

Amount Chargeable (in words)
INR Seven Thousand One Hundred Ninety Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
940540	6,420.00	6%	385.20	6%	385.20	770.40
Total	**6,420.00**		**385.20**		**385.20**	**770.40**

Tax Amount (in words) : **INR Seven Hundred Seventy and Forty paise Only**

Date & Time :

Company's Bank Details
A/c Holder's Name : **Reflections Electricals Pvt Ltd.**
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Company's PAN : **AADCR2047Q**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

Authorised Signatory

SUBJECT TO HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Scanned 95959

Form for closure of purchase order

Data required from site/engineers:			
PO no.:	83930	PO date:	27/12/21
Req. no.:	164312	Req. date:	18/12/21
Material received	□ Part ☑ Full	MRN nos.:	101649
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.MAHTO	Mulhuy	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
	A-Reddi	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 certified 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

MEMO

DATE & FROM:	TO & REMARKS. PUR
[illegible]	Soham Sir
	The attached bill already Scand
	to in codex Scan id 95959
	on 2/3/22.

Purchase Order

 27-12-2021 1:15:56 PM Scan No;- 95959 Original

83930

5:35:32

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500003
G S T No. : 36AAHCG4562D1ZP

Supplier Details			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	83930	164312
	Doc Date	27-12-2021	
	Quote No	NIL	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	18-12-2021	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4746 - Electrical - other - LED Lights - NA - nos *D811265- 12watts*	12.00	535.00	0.00	12.00	7,190.40
					Total Order Value . . .	**7,190.40**

Rupees : Seven Thousand One Hundred Ninty and Paise Fourty Only.

Terms and Conditions :-

Specification /	All items shall be of 'Wipro' brand,
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Mr. Sanjay - 9502288244
Penality For Delay	Nil
Transportation	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for 2727 front gate security kiosk 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.

For ***G V Reserch Centers Pvt Ltd***

Authorised Signatory

28/12/2021

Name : ______________

Accepted the above Terms And Conditions

For ***Reflections Electricals Pvt. Ltd.,***

Name : ______________

Date : __/__/____

Requisition Form

Company Name:	GV Research Centers Pvt Ltd.	Date:	18.12.2021
Site & Phase:	Innopolis.	Time:	10:00
Supplier		Req. No.	164312
Material required before date:		ID No.	

72253

No	Description	Size	Quantity	Units	Inward No	Date
1.	False ceiling lights code (D-811265)	12 volts	12	No's		
2.						
3.	12 Watts.					
4.						
5.	~~False~~ 54volt					
6.						
7.						
8.						
9.						
10.		83930.				
11.						
12.						

Remarks: Towards 2727 front gate security kiosk purpose.

Prepared By	Salman	Approved by	Mr.Ramesh reddy
Sign. & Date	18.12.2021	Sign. & Date	18.12.2021

Note:

APPROVED BY
18 DEC 2021
SOHAM MODI
MANAGING DIRECTOR

535 + 12%