PURCHASE DIVISION

Advice for approval for credit to supplier

Date:	14/04/22	Prepared by	Vanajakshi	Serial no.	3076
Supplier name	Nakoda electricals			HO inward no.	
Firm/Company	GJURC	Project	Innopolis	HO received date	
PO/WO date	3/2/22	PO/WO No.	85124	Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	0180	8/2/22	3068/-	☑ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):	3068/-

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

MRN nos.:	106101	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:	3068/-
Amount E – PO / WO value:	3068/-
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	18/04/22
Remarks:	final Bill

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:	Vanajakshi				
Sign:	[signature]				
Date	14/04/22				
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.:	85124	PO date:	3/2/22	Req. no.:	164437	Advice Scan ID	
MRN nos. related to PO							

☐	Part material received.
☑	Full material received.
☐	Material not received.
☐	Close PO – Balance material will be re-ordered by new requisition.
☐	Cancel PO. Material not required.
☐	Cancel PO. Material will be re-ordered by new requisition.
☐	Keep PO open. Material required.
☐	Keep PO open. Work under progress.

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	BSi	6/4/22	T.MAHO	Nuthu	6/4/22

Data required from accounts:

☐	Checked with E&D for receipt of bills.		
☐	Bills not received against this PO.		
☐	Part bill received against this PO.	Bill nos.	
☐	All bills received against this PO.		
☐	Advance paid against this PO.	Amount paid	

Remarks by Accountants:

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date

Advice by MD - action to be taken by purchase:

☐	Get certified bill from supplier (not original).		
☐	Prepare bill in SSLLP for material supplied.		
☑	Get proof of delivery from site.		
☐	Barcoded PO missing – get certified copy from Accounts.		
☑	Thereafter, prepare advice to credit to supplier and send to HO for processing.		
☑	Close PO	☐	Keep PO open. Material awaited
☐	Send barcoded PO to MDs desk. PO to be closed thereafter.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021.		
☐	Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020.		
☐	RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs.		
☐	E&D to check receipt of bill and enter comments below.		
☐	Details of material supplied and balance material to be supplied is required.		

Remarks:

Prepared by	Sign	Date

APPROVED BY
13 APR 2022
SOHAM MODI
MANAGING DIRECTOR

Form for closure of purchase order dt 21-3-22 ver4

GSTIN : 36AJZPG1957C2ZX TAX INVOICE **CELL : 8885888216**

NAKODA ELECTRICALS

SHOP NO. 4-5-215, PAN BAZAR, NEAR SANTOSH DHABA, RANIGUNJ, SECUNDRABAD - 500 003. T.S.. E-MAIL : nakodaelectricals216@gmail.com

Invoice No : 0180

Invoice Date : 8/2/2022

Transportation Mode My Self

P.O No : 86/24

Date of Supply 8/2/2022

Place of Supply G V Research Centers Pvt Ltd

State Telangana | State Code | 36

Details of Receiver / Billed to :	Details of Consignee
Name G V Research Centers Pvt Ltd.	Name G V Research Centers Pvt Ltd.
Address 5-4-187/3&4, IInd Floor, Soham Mansion, MG Road	Address 5-4-187/3&4, IInd Floor, Soham Mansion, MG Road
GSTIN 36AAHCG4562D1ZP	GSTIN 36AAHCG4562D1ZP
State Secunderabad, Telangana State Code 500003	State Secunderabad, Telangana State Code 500003

Sr. No.	Commodity	HSN ACS	UOM	Qty.	RATE	AMOUNT	Less Discount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount	TOTAL
1)	LT Cable Route Marker	7325	Nos	5	130	650	–	9%	58=50	9%	58=50	–	–	767=00
2)	HT Cable Route Marker	7325	NOS	15	130	1950	–	9%	175=50	9%	175=50	–	–	2301=00
	TOTAL		Nos	20	–	2600	–	9%	234=00	9%	234=00	–	–	3068=00

SUMMIT SALES LLP
IN WARD
No: 90947
Date: 14/2
Sign:
R.R. DIST.

Amount in Words : Three Thousand Sixty Eight Only

Total Amount Before Tax	2600=00
Add : CGST	234=00
Add : SGST	234=00
Add : IGST	—
Tax Amount GST	468=00
GRAND TOTAL	3068=00

Bank Details : PUNJAB NATIONAL BANK / A/C No : 0421002100003829
BRANCH : R.P. ROAD BRANCH, / IFSC CODE : PUNB0042100

Terms :
1) Goods Supplied to order will not be taken back.
2) Subject to Secunderabad Jurisdiction only.
3) No Damage / No Brekage Guarantee.

(Common Seal)

Certified that the particulars given above are true and correct.
NAKODA ELECTRICALS
Authorised Signature

NAKODA ELECTRICALS SEC'BAD

Purchase Order

 03-02-2022 14:43:31

85124
31.01.22 4:50:17

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

Supplier Details			
Nakoda Electricals	**Doc No**	85124	164437
4-5-215, Pan Bazar, Ranigunj, Secunderabad - 500003	**Doc Date**	03-02-2022	
	Quote No	Nil	
GSTIN 36AJZPG1957C2ZX	**Quote Date**	22-01-2022	
8885888216	**SupplyType**	Supply	

Kind Attn : Mr. Lokesh Gandhi

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	6246 - Miscellaneous - HT Cable Route Marker - NA - Nos *33kv cable route marker with angle fixed*	20.00	130.00	0.00	18.00	3,068.00
					Total Order Value . . .	**3,068.00**

Rupees : Three Thousand Sixty Eight Only.

Terms and Conditions :-

Specification / Brand	As per given in the quotation and approved dt. 22-01-2022. All items shall be of ISI mark and specifications.
Payment Terms	100% payment as advance.
Tax	Inclusive of all taxes
Delivery Date	Next day.
Delivery Location	Innopolis Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana Phone. Nagamani(Engineer) - 7981951035
Penality For Delay	Nil
Transportation Cost	Included in the above price.
Warranty	1 year against manufacturing defects on all items.
Advance Paid	Rs. 3,068/- to be pay vide cheque no. , dt.
Other Terms	We reserve the right to reject items not conforming to quality and specifications. Above order for Electrical safety purpose.
Completion Date	N.A.
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 invoices 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

Name : 04/02/2022

Accepted the above Terms And Conditions

For *Nakoda Electricals*

Name : ____________

Date : __/__/____

Requisition Form

Company Name	GV Research Centers Pvt Ltd.	Date	18.01.2022
Site & Phase:	Innopolis.	Time:	14.06
Supplier		Req. No.	164437
Material required before date:		ID No.	73079

No	Description	Size	Quantity	Units	Inward No	Date
1.	Rubber mats	12mm thick	60 29	NO'S		
2.	first aid box	-	06	NO'S		
3.	shock treatment chart	-	10	No's		
4.	33kv tested rubber gloves	-	03	pairs		
5.	Earth cutters.	-	03	No's		
6.	Fire bucket stands with canopy	-	08	No's		
7.	Fire buckets	-	20	No's		
8.	CO2 fire extinguishers 10nos	5 kgs	10	No's		
9.	33 kV danger boards	-	10	No's		
10.	440v danger boards	-	20	No's		
11.	Tong tester upto 1000amps range	-	01	No's		
12.	Earth megger tester 0 to100ohms	-	01	No's		
13.	1000volt megger	-	01	No's		
14.	33 kV cable route markers with angle fixed	-	20	No's		

APPROVED BY
20 JAN 2022
SOHAM MODI
MANAGING DIRECTOR

Remarks: Towards Electrical safety purpose.

Prepared By	Srikar	Approved by	Mr.Srikar
Sign. & Date	18.01.2022	Sign. & Date	18.01.2022

Note:

For MDs APPROVAL

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

85120
85122
85123
85124
85126

20/1/22

GSTIN : 36AJZPG1957C2ZX

TAX INVOICE

CELL : 8885888216

NAKODA ELECTRICALS

SHOP NO. 4-5-215, PAN BAZAR, NEAR SANTOSH DHABA, RANIGUNJ, SECUNDRABAD - 500 003. T.S.. E-MAIL : nakodaelectricals216@gmail.com

Invoice No : 0180

Invoice Date : 8/2/2022

Transportation Mode: My Self

P.O No : 86124

Date of Supply: 8/2/2022

Place of Supply: GrV Research Centers Pvt Ltd

State: Telangana | State Code: 36

Details of Receiver / Billed to :

Name: GrV Research Centers Pvt Ltd.

Address: 5-4-187/3&4, IInd Floor, Soham Mansion, MG Road

GSTIN: 36AAHCG4562D1ZP

State: Secunderabad, Telangana State Code: 500003

Details of Consignee

Name: GrV Research Centers Pvt Ltd.

Address: 5-4-187/3&4, IInd Floor, Soham Mansion, MG Road

GSTIN: 36AAHCG4562D1ZP

State: Secunderabad, Telangana State Code: 500003

Sr. No.	Commodity	HSN ACS	UOM	Qty.	RATE	AMOUNT	Less Discount	CGST Rate	CGST Amount	SGST Rate	SGST Amount	IGST Rate	IGST Amount	TOTAL
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		TOTAL	Nos	20	—	2600	—	9%	234=00	9%	234=00	—	—	3068=00

SUMMIT SALES LLP
INWARD
No: 9099?
Date: 14/2
Sign:
R.R. DIST.

Amount in Words : Three Thousand Sixty Eight Only

Total Amount Before Tax	2600=00
Add : CGST	234=00
Add : SGST	234=00
Add : IGST	
Tax Amount GST	468=00
GRAND TOTAL	3068=00

Bank Details : PUNJAB NATIONAL BANK / A/C No : 0421002100003829

BRANCH : R.P. ROAD BRANCH, / IFSC CODE : PUNB0042100

INWARD
893
8/2/22
14/4/22
Received By:
Sign:
G.V.R.C. PVT. LTD.

Terms :

1) Goods Supplied to order will not be taken back.
2) Subject to Secunderabad Jurisdiction only.
3) No Damage / No Brekage Guarantee.

(Common Seal)

Certified that the particulars given above are true and correct.

NAKODA ELECTRICALS

Authorised Signature

MRN : 106101 / 14/4/22