

PURCHASE DIVISION  
Advice for approval for credit to supplier

(2)

|                                                                                                                                                                                                                                        |                  |                                                                                                                                                                 |                               |                                                                     |                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Date: 22/9/22                                                                                                                                                                                                                          |                  | Prepared by: Deepa                                                                                                                                              |                               | Serial no. 8720                                                     |                                                                     |
| Supplier name: Global safety solutions                                                                                                                                                                                                 |                  |                                                                                                                                                                 |                               | HO inward no.                                                       |                                                                     |
| Firm/Company: Grlec                                                                                                                                                                                                                    |                  | Project: Innopolis                                                                                                                                              |                               | HO received date                                                    |                                                                     |
| PO/WO date: 7/9/22                                                                                                                                                                                                                     |                  | PO/WO No. 91645                                                                                                                                                 |                               | Scan ID.                                                            |                                                                     |
| Sl no.                                                                                                                                                                                                                                 | Bill no.         | Bill date                                                                                                                                                       | Bill amount                   | Original attached                                                   |                                                                     |
| 1.                                                                                                                                                                                                                                     | 2094             | 13/9/22                                                                                                                                                         | 13,041/-                      | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                                                     |
| 2.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 | 1                             | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                                                                     |
| 3.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                                                                     |
| 4.                                                                                                                                                                                                                                     |                  |                                                                                                                                                                 |                               | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                                                                     |
| Amount A – Bills total (Excluding Transport & Hamali Charges):                                                                                                                                                                         |                  |                                                                                                                                                                 |                               | 13,041/-                                                            |                                                                     |
| Proof of delivery by way of: <input type="checkbox"/> DCs/bill <input type="checkbox"/> Steel report <input type="checkbox"/> RMC pour report <input type="checkbox"/> Solid block report <input type="checkbox"/> Installation report |                  |                                                                                                                                                                 |                               |                                                                     |                                                                     |
| MRN nos.:                                                                                                                                                                                                                              | 111667           |                                                                                                                                                                 | Proof of delivery matches MRN |                                                                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Amount B – Other Credits : Transportation charges                                                                                                                                                                                      |                  |                                                                                                                                                                 |                               | -                                                                   |                                                                     |
| Amount C – Other Debits :                                                                                                                                                                                                              |                  |                                                                                                                                                                 |                               | -                                                                   |                                                                     |
| Amount D (D=A+B-C) – Amount to be credited to the supplier:                                                                                                                                                                            |                  |                                                                                                                                                                 |                               | 13,041/-                                                            |                                                                     |
| Amount E – PO / WO value:                                                                                                                                                                                                              |                  |                                                                                                                                                                 |                               | 14,655/-                                                            |                                                                     |
| Amount F – Difference (A – E):                                                                                                                                                                                                         |                  |                                                                                                                                                                 |                               | 1,614/-                                                             |                                                                     |
| Quantity received as per PO / WO                                                                                                                                                                                                       |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Excess received <input type="checkbox"/> Short received <input type="checkbox"/> Part received |                               |                                                                     |                                                                     |
| Close PO / WO                                                                                                                                                                                                                          |                  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No – wait for balance material <input type="checkbox"/> Other                                  |                               |                                                                     |                                                                     |
| Payment – due date                                                                                                                                                                                                                     |                  | 26/9/22                                                                                                                                                         |                               |                                                                     |                                                                     |
| Remarks: final bill                                                                                                                                                                                                                    |                  |                                                                                                                                                                 |                               |                                                                     |                                                                     |
| Approved by                                                                                                                                                                                                                            | Purchase Officer | Purchase Manager                                                                                                                                                | M D                           | Accountant                                                          | Accounts Manager                                                    |
| Name:                                                                                                                                                                                                                                  | Deepa            |                                                                                                                                                                 |                               |                                                                     |                                                                     |
| Sign:                                                                                                                                                                                                                                  |                  |                                                                                                                                                                 |                               |                                                                     |                                                                     |
| Date                                                                                                                                                                                                                                   | 22/9/22          |                                                                                                                                                                 |                               |                                                                     |                                                                     |
| 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.

(ORIGINAL FOR RECIPIENT)

|                                         |                   |
|-----------------------------------------|-------------------|
| <b>INWARD</b>                           |                   |
| Authorised Signatory                    |                   |
| Inward No: 9954                         | Dt: 14/9/22       |
| MRN No: 111667                          | Dt: 14/9/22       |
| Received By: D. P. Kumar                | Sign: D. P. Kumar |
| Genome Valley Research Center Pvt. Ltd. |                   |

## Purchase Order

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07-09-2022 10:17:33 AM



91645

01.09.22 10:54:25

From Company : **G V Reserch Centers Pvt Ltd**  
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-50  
G S T No. : 36AAHCG4562D1ZP

### Supplier Details

Global Safety Solutions  
5-5-48, Ranigunj, secunderbad

9502555088/9581228898

|            |            |        |
|------------|------------|--------|
| Doc No     | 91645      | 206237 |
| Doc Date   | 07-09-2022 |        |
| Quote No   | NIL        |        |
| Quote Date | 07-09-2022 |        |
| SupplyType | Supply     |        |

**Kind Attn : Mr.Qasim Hussain/AQ Shakir**

Purchase Order for the Supply of following Items.

| Item Name                                                                               | Qty    | Rate   | Dis% | GST%  | Amount    |
|-----------------------------------------------------------------------------------------|--------|--------|------|-------|-----------|
| 1 661600 - GENE-General Items - Safety Hand Gloves-- -<br>STD - pair<br>PVC-Blue Colour | 108.00 | 115.00 | 0.00 | 18.00 | 14,655.60 |
| Total Order Value . . .                                                                 |        |        |      |       | 14,655.60 |
| Rupees : Fourteen Thousand Six Hundred Fifty Five and Paise Sixty Only.                 |        |        |      |       |           |

### Terms and Conditions :-

**Specification / Brand** As per details given in the quotation.**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. Nagamani(Engineer) - 7981951035

**Penalty For Delay** Nil**Transportation Cost** Transportation Extra.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for Safety 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  
snet 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 : \_\_\_\_\_

Contact : \_\_\_\_\_

Accepted the above Terms And Conditions

For **Global Safety Solutions**

Name : \_\_\_\_\_

Date : \_\_/\_\_/\_\_

[illegible]