

PURCHASE DIVISION
Advice for approval for credit to supplier

(E)

Date: 20/10/22		Prepared by: Minish		Serial no. 9694	
Supplier name: Pratul Sanitary				HO inward no.	
Firm/Company: Grfc		Project: Innopolis		HO received date	
PO/WO date: 13/10/22		PO/WO No. 92901		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	PS-22-23/683	13/10/22	11,328/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			11,328/-
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:			11,328/-
Amount E – PO / WO value:			11,328/-
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		24/10/22	
Remarks:		Final bill	

Approved by	Purchase Officer	Purchase Manager	M D	Accountant	Accounts Manager
Name:					
Sign:					
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.

(DUPLICATE FOR TRANSPORTER)

INWARD	
Inward No: 10240	Dt: 14/10/22
MRN No: 112734	Dt: 15/10/22
Received By: 	Sign: 
Genome Valley Research Center Pvt. Ltd.	

Purchase Order

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11.10.22 11:08:40

From Company : **G V Reserch Centers Pvt Ltd**

5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-5006...

G S T No. : 36AAHCG4562D1ZP

Supplier Details

Praful Sanitary

3-6-138/5, Himayat Nagar, Hyderabad.

65526886.

9849624797

40077300

Doc No	92901	206297
Doc Date	13-10-2022	
Quote No	NIL	
Quote Date	28-09-2022	
SupplyType	Supply	

Kind Attn : Mr. Ashish Gupta

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST%	Amount
1 235200 - PLUM-Plumbing - Meters-Brass water meter-screwed end - multi jet - 40MM - Nos	1.00	12,000.00	20.00	18.00	11,328.00
Total Order Value . . .					11,328.00
Rupees : Eleven Thousand Three Hundred Twenty Eight Only.					

Terms and Conditions :-**Specification /** All items shall be of HB brand/company**Payment Terms** After Delivery & Production of bill**Tax** Inclusive of all taxes**Delivery Date** Next Working Day.**Delivery Location** Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone. Nagamani(Engineer) - 7981951035**Penalty 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 chemical building purpose.**Completion Date** NA**Measurment** Nil**Security** Nil**Remarks**For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Name : 13/10/22

Accepted the above Terms And Conditions

For **Praful Sanitary**

Name : _____

Date : __/__/__

