

PURCHASE DIVISION
Advice for approval for credit to supplier

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15614

Date: 09/03/23		Prepared by: Minish		Serial no.	
Supplier name: SK Electro Sales				HO inward no.	
Firm/Company: GVRC		Project: Innopolis		HO received date	
PO/WO date: 25/02/23		PO/WO No. 97582		Scan ID.	

Sl no.	Bill no.	Bill date	Bill amount	Original attached
1.	4667	01/03/23	3,21,550/-	☒ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No

Amount A – Bills total (Excluding Transport & Hamali Charges):			3,21,550/-
Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report			
MRN nos.: 118069	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:			3,21,550/-
Amount E – PO / WO value:			3,21,550/-
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		100% Advance paid	
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.

Purchase Order

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25-02-2023 17:56:53



97582

16.02.23 5:15:17

From Company : **G V Reserch Centers Pvt Ltd**
5-4-187/3&4, II nd Floor, Soham Mansion, MG Road, Secunderabad-500005
G S T No. : 36AAHCG4562D1ZP

Supplier Details

S K Electro Sales
Shop no-5-2-231 to 234 and 5-2-250 to 252/1/1, Hyderbasti, Opp:
Mahaveer Complex, Secunderabad-50003

GSTIN 36AEWPJ8030K2ZX

9440625872

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Doc No	97582	206672
Doc Date	25-02-2023	
Quote No	NIL	
Quote Date	25-02-2023	
SupplyType	Supply	

Kind Attn : Suresh Jain

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 441200 - ELEC-Electrical - Flexible Copper cable -- - 1.5Sqmm-2core - kgs 1.5sqmm 2core FRLS Copper Armoured cable (RED Colour POLYCAB make).	5,000.00	54.50	0.00	18.00	321,550.00
Total Order Value . . .					321,550.00

Rupees : Three Lakh(s) Twenty One Thousand Five Hundred Fifty Only.

Terms and Conditions :-

Specification / Brand All items shall be of POLYCAB make.

Payment Terms 100% as advance.

Tax Inclusive of all taxes

Delivery Date Ready stock.

Delivery Location Innopolis
Sy no-542, Genome Valley, Thurkapally, Hyderabad, Telangana
Phone: Nagamani(Engineer) - 7981951035

Penalty For Delay Nil

Transportation Cost Extra.

Warranty Nil

Advance Paid Rs: 3,21,550 by Cheque/RTGS. Cheque no: _____, dated _____.

Other Terms We reserve the right items not confirming to qty & specs.

Completion Date NA

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 Head Office. Proof of delivery/DC can be sent by email.

For **G V Reserch Centers Pvt Ltd**

Authorised Signatory

Accepted the above Terms And Conditions

For **S K Electro Sales**

Name : _____

Name : _____

Date : __/__/__

Requisition Form

Company Name GARC
 Site & Phase INNOPOLIS
 Unit No Block No

Date 18-01-2023

Time 11:17

Supplier

Material required

Reference date

Req No 206672

ID No

S No

Item

Approved

ELFC 4412-Electrical-Flexible Copper cable --- 15Sqm-2core-kgs

Qty required

Qty available at site

5000

Order Qty Inward No Inward Date

5000

Remarks

Towards fire alarm work in 45.45 purpose (type FRLSH CABLE)

Prepared By

Akhil

Approved By

Madhu

Sign & Date

Engineer

Project Manager

Purchase

MD

[Signature]